



# **LASER Expenditure Guidelines Manual**

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## **Reference Links**

### **General VDSS Operations and Program Links:**

- VDSS Finance and Administration Guidelines Manual For LDSS: (found under the Division of Finance and Administration heading)  
(<http://www.localagency.dss.state.va.us/divisions/index.php3>)
- VDSS Division of Finance (DOF) web page with links to various LASER and RMS information. RMS is found under Reports on the DOF Home page:  
<http://www.localagency.dss.state.va.us/divisions/finance/>
- VDSS Division of Service Programs - Policy and Procedures for Adult Services, Foster Care/Family Preservation, Child Protective Services, Child Care and Adoption):  
<http://www.localagency.dss.state.va.us/divisions/dfs/>
- VDSS Food Stamp Program:  
<http://www.localagency.dss.state.va.us/support/foodstamp/>

### **State and Federal Accounting/Fiscal Links:**

- Virginia Administrative Code:  
<http://leg1.state.va.us/000/reg/TOC22040.HTM>
- Federal OMB Circular A-87:  
<http://www.whitehouse.gov/omb/circulars/a087/a087-all.html>
- Virginia Auditor of Public Accounts (APA):  
<http://www.apa.state.va.us/>
- Virginia Department of Accounts (DOA):  
<http://www.doa.state.va.us/>
- Records Retention Schedules - The Library of Virginia - Select state/local government, next select record management services, then general schedules for VA localities, and finally, GS-15 for DSS records:  
<http://www.lva.lib.va.us/>



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## **Manual Purpose**

The purpose of this manual is to provide LDSS (Local Departments of Social Services) guidelines on the types of expenditures allowed for reimbursement consideration through LASER (Locality Automated System for Expenditure Reimbursement), and the appropriate expense classifications to use.

These guidelines are intended to supplement and help interpret, but not replace or change, all applicable federal and state regulations, plus related policies and procedures. These explanations and descriptions do not include every cost variable and situation that can occur. Therefore, any questions or clarifications regarding what costs are allowed, or how they are to be reported should be directed to the applicable regional office person. Refer to the Contact section of this guideline for a listing of regional office personnel.

Descriptions for all active LASER Budget Lines and Cost Codes are indicated in this manual. In addition, definitions are provided for the LASER Account numbers. Refer to the LASER Overview sections in this guideline for more specific information on LASER Chart-of-Accounts.

Additional information related to daily financial matters within a LDSS can be found in the Finance and Administrative Guidelines Manual for LDSS. Refer to the Reference section of this manual for a link to this manual.

## **Manual Development Background**

An Administrative committee comprised of local, regional and state personnel started meeting in 2001 to compile and review prior documentation related to the contents of this guideline. This same committee was also responsible for the phased-in development of the Finance and Administrative Guidelines Manual for LDSS, previously referred to as the Volume 1 Administrative Manual.

Material dated on or before February 1, 2002 was completed by this committee. This was accomplished not only through research, but also with the input from VDSS (Virginia Department of Social Services) Program Managers and LDSS personnel.



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## **Maintenance/Updates**

An Administrative committee will continue to meet to complete the Finance and Administrative Guidelines Manual for LDSS. This committee will not address future maintenance changes to this LASER Expenditure Guidelines Manual.

Any requests for corrections or additions to this manual should be directed to one of the regional office contacts indicated in the Contact section of this guideline. The Division of Finance (DOF), Local Reimbursement Manager, will make modifications to the manual web site after approvals from applicable Program staff and others.

Revisions and updates will be made to the web site as needed. The revision date will appear next to the topics in the Table of Contents of each section.



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## **Contacts**

Normally, program related questions and those regarding allowable costs should be referred to the regional personnel representing that program area. For all other questions, the Regional Administrative Manager should be contacted first. The following is a list of contacts.

### **Regional Program Contacts:**

#### **Adult Protective Services Program Consultant**

<b><i>Region</i></b>	<b><i>Name</i></b>	<b><i>Work Phone</i></b>	<b><i>Email Name</i></b>
Central	Barbara Jenkins	(804) 662-9782	<a href="mailto:baj992@central.dss.state.va.us">baj992@central.dss.state.va.us</a>
Eastern <sup>1</sup>	Terry Smith	(804) 692-1208	<a href="mailto:tas2@dss.state.va.us">tas2@dss.state.va.us</a>
Northern	David Stasko	(540) 347-6313	<a href="mailto:das995@northern.dss.state.va.us">das995@northern.dss.state.va.us</a>
Piedmont	Bill Parcell	(540) 857-7448	<a href="mailto:wmp996@piedmont.dss.state.va.us">wmp996@piedmont.dss.state.va.us</a>
Western	Carol McCray	(276) 676-5636	<a href="mailto:clk904@western.dss.state.va.us">clk904@western.dss.state.va.us</a>

#### **Child Care Program Consultant**

<b><i>Region</i></b>	<b><i>Name</i></b>	<b><i>Work Phone</i></b>	<b><i>Email Name</i></b>
Central	Paula Mercer	(804) 662-9776	<a href="mailto:psm992@central.dss.state.va.us">psm992@central.dss.state.va.us</a>
Eastern	Michael West	(757) 491-3988	<a href="mailto:maw993@eastern.dss.state.va.us">maw993@eastern.dss.state.va.us</a>
Northern	Elizabeth Henry	(540) 347-6327	<a href="mailto:eeh995@northern.dss.state.va.us">eeh995@northern.dss.state.va.us</a>
Piedmont	William Beamer	(540) 857-7950	<a href="mailto:wrb996@piedmont.dss.state.va.us">wrb996@piedmont.dss.state.va.us</a>
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#### **Child Protective Services Program Consultant**

<b><i>Region</i></b>	<b><i>Name</i></b>	<b><i>Work Phone</i></b>	<b><i>Email Name</i></b>
Central	Nanette Martin	(804) 662-9778	<a href="mailto:nrm992@central.dss.state.va.us">nrm992@central.dss.state.va.us</a>
Eastern	Gail Heath	(757) 491-3987	<a href="mailto:geh993@eastern.dss.state.va.us">geh993@eastern.dss.state.va.us</a>
Northern	Ed Schuster	(540) 347-6309	<a href="mailto:ehs995@northern.dss.state.va.us">ehs995@northern.dss.state.va.us</a>
Piedmont	Teresa Biggs	(540) 857-7867	<a href="mailto:tcb996@piedmont.dss.state.va.us">tcb996@piedmont.dss.state.va.us</a>
Western	Mary Elizabeth Adams-Norris	(276) 676-5637	<a href="mailto:maa904@western.dss.state.va.us">maa904@western.dss.state.va.us</a>

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<sup>1</sup> Betty Bowden, former Eastern Region Adult Protective Services Consultant, retired January 24, 2002. Until Betty's position is filled, Ms. Terry Smith, Program Manager for the Adult Services Program in the Central Office, has graciously agreed to handle all questions and other inquiries for this regional office position.



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**Contacts (continued)**

**Food Stamp Program Consultant**

<i><b>Region</b></i>	<i><b>Name</b></i>	<i><b>Work Phone</b></i>	<i><b>Email Name</b></i>
Central	Sandi Coffey	(804) 662-9784	<a href="mailto:skc992@central.dss.state.va.us">skc992@central.dss.state.va.us</a>
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Eastern	Jim Altice	(757) 491-3981	<a href="mailto:jwa993@eastern.dss.state.va.us">jwa993@eastern.dss.state.va.us</a>
Eastern	Anita Golden	(757) 491-3985	<a href="mailto:awg993@eastern.dss.state.va.us">awg993@eastern.dss.state.va.us</a>
Northern	Marsha Charoneau	(540) 347-6310	<a href="mailto:mfc995@northern.dss.state.va.us">mfc995@northern.dss.state.va.us</a>
Piedmont	Paige Hairston	(540) 857-6175	<a href="mailto:pah996@piedmont.dss.state.va.us">pah996@piedmont.dss.state.va.us</a>
Western	Betty Jo Street	(276) 676-5638	<a href="mailto:bes904@western.dss.state.va.us">bes904@western.dss.state.va.us</a>

**Foster Care/Adoption Program Consultant**

<i><b>Region</b></i>	<i><b>Name</b></i>	<i><b>Work Phone</b></i>	<i><b>Email Name</b></i>
Central	Gary Cullen	(804) 662-9782	<a href="mailto:gjc992@central.dss.state.va.us">gjc992@central.dss.state.va.us</a>
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Western	Brenda Street	(276) 676-5635	<a href="mailto:brs904@western.dss.state.va.us">brs904@western.dss.state.va.us</a>

**Medicaid Program Consultant**

<i><b>Region</b></i>	<i><b>Name</b></i>	<i><b>Work Phone</b></i>	<i><b>Email Name</b></i>
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Eastern	Dorothy Endres	(757) 491-3980	<a href="mailto:dce993@eastern.dss.state.va.us">dce993@eastern.dss.state.va.us</a>
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Piedmont	Judith Ferrell	(540) 857-7972	<a href="mailto:jkf996@piedmont.dss.state.va.us">jkf996@piedmont.dss.state.va.us</a>
Western	Sharon Craft	(276) 676-5639	<a href="mailto:sic904@western.dss.state.va.us">sic904@western.dss.state.va.us</a>

**Regional Administrative Manager**

<i><b>Region</b></i>	<i><b>Name</b></i>	<i><b>Work Phone</b></i>	<i><b>Email Name</b></i>
Central	Richard Pyle	(804) 662-9786	<a href="mailto:rwp992@central.dss.state.va.us">rwp992@central.dss.state.va.us</a>
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Northern	Carole Ortmyer	(540) 351-1569	<a href="mailto:cco995@northern.dss.state.va.us">cco995@northern.dss.state.va.us</a>
Piedmont	Connie Carter	(540) 857-6533	<a href="mailto:cwc996@piedmont.dss.state.va.us">cwc996@piedmont.dss.state.va.us</a>
Western	Lewis Lafon	(276) 676-5654	<a href="mailto:lll904@western.dss.state.va.us">lll904@western.dss.state.va.us</a>



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**Contacts (continued)**

**Self Sufficiency Program Consultant**

<i>Region</i>	<i>Name</i>	<i>Work Phone</i>	<i>Email Name</i>
Central	Donna Wicks	(804) 662-9768	<a href="mailto:dpw992@central.dss.state.va.us">dpw992@central.dss.state.va.us</a>
Central	Debra Travis	(804) 662-9747	<a href="mailto:det992@central.dss.state.va.us">det992@central.dss.state.va.us</a>
Eastern	Elizabeth Candelario	(757) 491-3993	<a href="mailto:elc993@eastern.dss.state.va.us">elc993@eastern.dss.state.va.us</a>
Northern	Tina Singhas	(540) 347-6251	<a href="mailto:tfs995@northern.dss.state.va.us">tfs995@northern.dss.state.va.us</a>
Piedmont	Diane Roberson	(540) 857-7957	<a href="mailto:dmr996@piedmont.dss.state.va.us">dmr996@piedmont.dss.state.va.us</a>
Western	Patricia Whited	(276) 676-5640	<a href="mailto:pbw904@western.dss.state.va.us">pbw904@western.dss.state.va.us</a>

**VDSS-Division of Finance Contacts**

**LASER Reimbursement Unit**

<i>Name</i>	<i>Work Phone</i>	<i>Email Name</i>
Kelly Wright - Reimbursement Manager	(804) 692-1353	<a href="mailto:kjm900@dss.state.va.us">kjm900@dss.state.va.us</a>
Torsheba Jones	(804) 692-1314	<a href="mailto:tji900@dss.state.va.us">tji900@dss.state.va.us</a>
Vanessa Majors	(804) 692-1330	<a href="mailto:vjm900@dss.state.va.us">vjm900@dss.state.va.us</a>
Ann Schakel	(804) 692-1333	<a href="mailto:aws2@dss.state.va.us">aws2@dss.state.va.us</a>

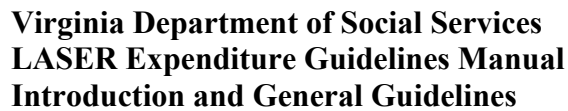
**Budget Office**

Mike Gump - Budget Director	(804) 692-1337	<a href="mailto:mlg3@dss.state.va.us">mlg3@dss.state.va.us</a>
Katherine Puckett	(804) 692-1872	<a href="mailto:kdt2@dss.state.va.us">kdt2@dss.state.va.us</a>
Ida Bates	(804) 692-1884	<a href="mailto:ihb8@dss.state.va.us">ihb8@dss.state.va.us</a>
Debbie Larsen	(804) 692-1334	<a href="mailto:del900@dss.state.va.us">del900@dss.state.va.us</a>
Emory Freeman	(804) 692-1335	<a href="mailto:esf3@dss.state.va.us">esf3@dss.state.va.us</a>

**Revenue Maximization Unit**

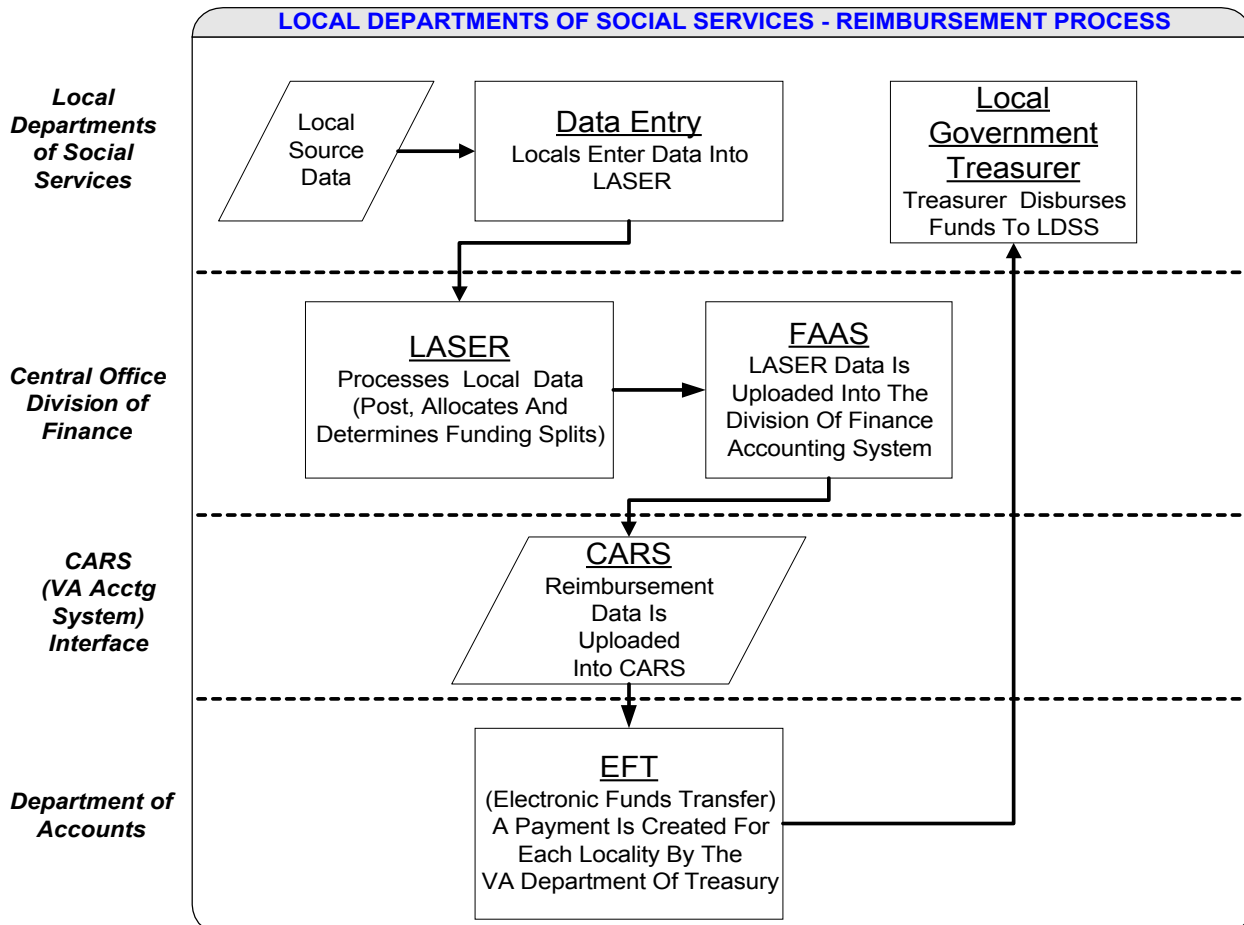
<i>Name</i>	<i>Work Phone</i>	<i>Email Name</i>
Rich Wethington - Revenue Maximization Manager	(804) 692-1313	<a href="mailto:drw2@dss.state.va.us">drw2@dss.state.va.us</a>





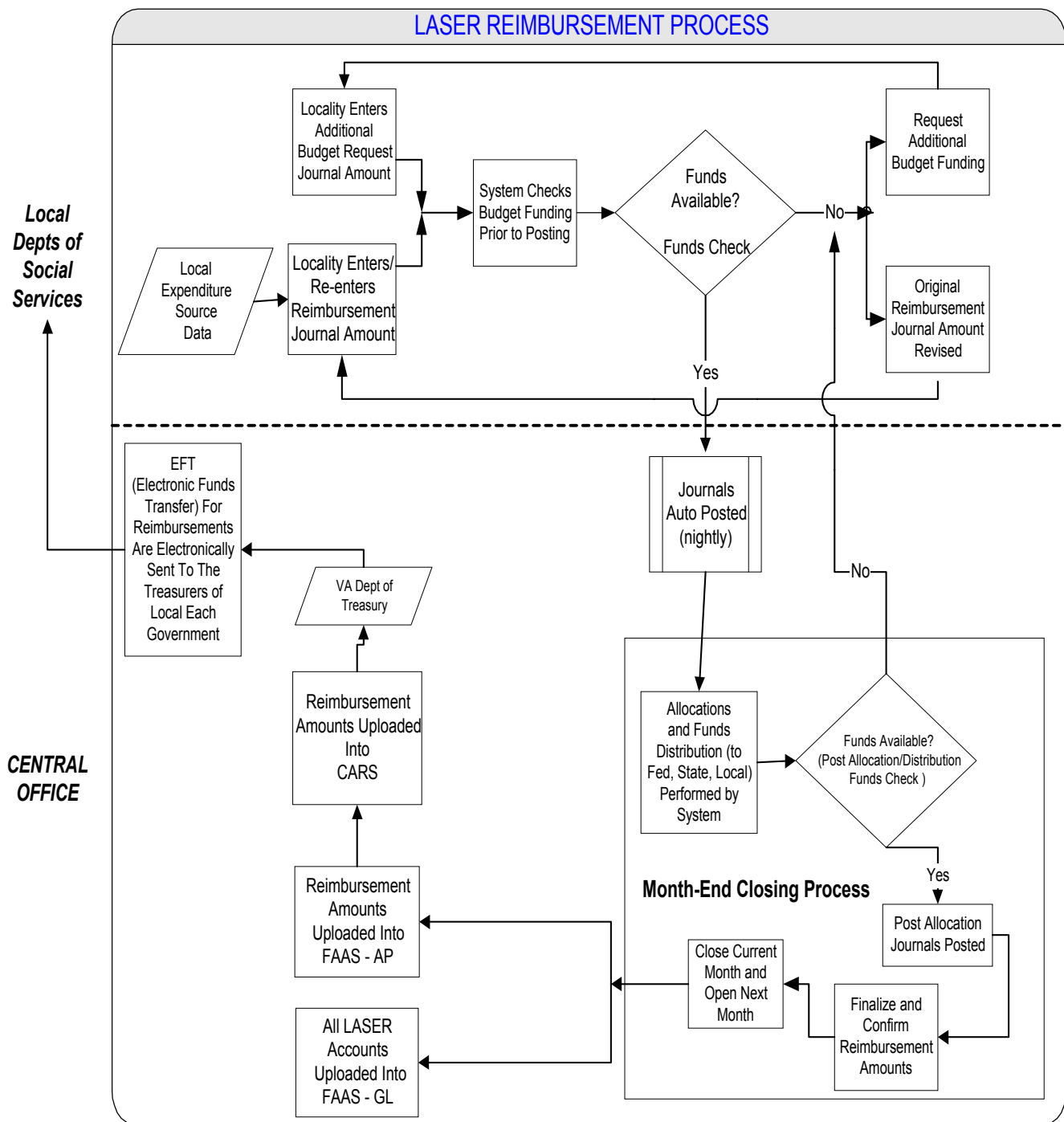
## LASER Overview

Following are several process flows pertaining to LASER.





## LASER Overview (continued)





## **LASER Overview - Chart-of-Accounts**

Local agency personnel enter expenditure data into LASER using COA (Chart of Accounts) account number segment combinations. Some case data associated with the expenditure is also entered. The COA structure is designed to classify the different expenditure categories and collect expenditure information in a systematic manner.

There are ten required segments of which segments six through ten (below) automatically default based on the Cost Code selected. Thus, the Cost Code is the primary account segment used in LASER. Refer to the Reference page in this guideline for the link that will download a listing of the LASER Master Table indicating all Cost Codes.

This manual is sorted by and provides full descriptions for all active Budget Lines and Cost Codes. In addition, definitions are provided for the Account numbers.

The following COA segments are used in LASER:

1. **COST CODE:** Accumulates and tracks local government expenditures by task. The first three numbers of the Cost Code is the same as the Budget Line.
2. **FIPS:** Accumulates financial information by local government entity. Each locality has a FIPS number.
3. **FUND:** Classifies data according to fiscal entities. Expenditures are entered either as a Reimbursable Fund - 1111, or as a Non-reimbursable Fund - 0099.  
During the LASER month-end closing process, all expenditures are classified as a Federal Fund - 1000, State Fund - 0100, or a Local Fund - 0500. The Local Fund represents the local match portion of the expenditure. The Non-reimbursable Fund (0099) remains as such in LASER for reporting purposes only.
4. **ACCOUNT:** Classifies the specific type of expenditure for activities or services. Normally, administrative Account codes start with the number five (5) and Purchase of Services start with the number six (6). Administrative Account codes are based on the *Uniform Financial Reporting Manual for Virginia Counties and Municipalities*.
5. **EXPENDITURE TYPE:** Classifies the specific expenditure by program type. They are: Service, Eligibility, Joint, or Direct. This is needed for allocation purposes.
6. **PROGRAM:** Accumulates financial information related to activities or sets of activities aimed at achieving specific objectives. This component reports the costs of programs across agency and fund lines and provides the basis for program budget formulation and control.
7. **GRANT:** Accumulates financial information by federal funding sources and reporting categories.
8. **PROJECT:** Accumulates all of the financial information for a specific program.



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**LASER Overview - Chart-of-Accounts (continued)**

9. **BUDGET LINE:** Compiles and tracks local government expenditures for all Cost Codes within a specific Budget Line. The first three numbers of the Cost Code is the Budget Line.

10. **CFDA (Catalog of Federal Domestic Assistance):** This number only displays on CFDA specific LASER reports. The Catalog of Federal Domestic Assistance is a government-wide compendium of federal programs, projects, services, and activities that provide assistance or benefits to the American public. It contains financial and non-financial assistance programs administered by departments and establishments of the federal government.



## **LASER Overview-Allocations**

There are five LASER Cost Codes that are used to allocate non-specific administrative expenses to specific Cost Codes. They are used by LDDSS's when the expense cannot be easily, and directly associated with specific, single awards or cost objectives. These expenses are allocated to specific Cost Codes within LASER during the month-end process using RMS (Random Moment Sampling) statistics. RMS statistics are updated in LASER quarterly.

Another allocation process external to LASER occurs through the use of the Central Service Cost Allocation Plans (CSCAP). This annual allocation is performed by local governments whereby they allocate their county/city-wide administrative costs to their local departments. The expenditures allocated to their LDSS are forwarded to VDSS for approval and reimbursement through LASER. The Cost Codes used for this CSCAP reimbursement are: 84319, 84320, 84322, and 84323.

Refer to the Reference Links section of the guideline for a link to the *Financial and Administrative Guidelines Manual for LDSS* for more information on CSCAP. Also, for more allocation information, refer to the *LASER Overview - Allocation Results Table*, and the *LASER Overview - Allocation Diagram* in this guideline.

The administrative expenses that get allocated from one of the five Cost Codes mentioned above are classified upon entry as; service (S), eligibility (E), or joint (J). Some allocated Cost Codes only allow one of these classifications S or E, whereas, some allow all three. Refer to further explanations below.

There are three main allocation processes that occur during the LASER month-end closing process.

1. Joint allocation process - This is the first allocation process that occurs at month-end. The joint expenses are allocated to Cost Codes 84402, 87205, or to the S, or E Cost Code pools based on the average worker counts in LASER. These worker counts are derived from LETS (Local Employee Tracking System), and entered in LASER annually.
2. Administrative allocation processes - After the J allocation, all E and S expenses are allocated to applicable 831xx or 842xx Cost Codes for the E expenses, and 832xx or 847xx Cost Codes for S expenses. All these expenses are allocated based on RMS percentages in LASER.
3. Fund allocation processes - After all expenses have been allocated to the appropriate Cost Codes, this process allocates expenses in all Cost Codes to the appropriate federal, state, or local fund category based on pre-determined funding percentages in LASER. These fund percentages can be seen on the LASER Master Table linked from the Reference Links page of this guideline.

The five allocation Cost Codes used to allocate non-specific administrative expenses in LASER are:

Items 1-3 Are For General Administrative Cost Codes:

1. 00001 (80/20 E, S, and J Administration)
  - This Cost Code results in basically a 80% federal/state, and 20% local funding split
  - Expenses in 00001 are allocated to Cost Codes 831xx or 832xx.
  - The Joint expenses are allocated within LASER to 00001 E or S prior to 00001 allocation.
  - LDSS can also enter E expenditures using the direct Cost Code 83104 (Food Stamp Issuance). This Cost Code uses the same Budget Line (831) as those allocated from Cost Code 00001-E.



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**LASER Overview-Allocations (continued)**

- LDSS can also enter S expenditures using the direct Cost Codes 83203, 04, 05, 08 (Administrative Services). These Cost Codes use the same Budget Line (832) as those allocated from Cost Code 00001-S.
- 2. 00204 (Local Eligibility Administrative Pass-Thru)
  - This Cost Code results in basically a 50% federal, and 50% local funding split
  - Expenses are allocated to Cost Codes 842xx
  - LDSS can also enter E expenditures using the direct Cost Code 84203 (Food Stamp Administration). This Cost Code uses the same Budget Line (842) as those allocated from Cost Code 00204-E.
- 3. 84705 (Service Admin Pass-Thru)
  - This Cost Code is allocated to 84704
  - Funding splits are 50% federal and 50% local.
  - After the total service expenditure amount is entered into 84705 by LDSS, Division of Finance applies the percentage (external to LASER) from only three RMS categories; Foster Care, Sub Adoption, and IVE, that when combined total about 30%. Therefore, only about 15% (half of the 30%) is actually reimbursed out of the service total amount.

**Items 4 and 5 Are For Training related Cost Codes**

Expenditures for these are a subgroup of the General Administrative pool above, but are segregated to identify training expenses.

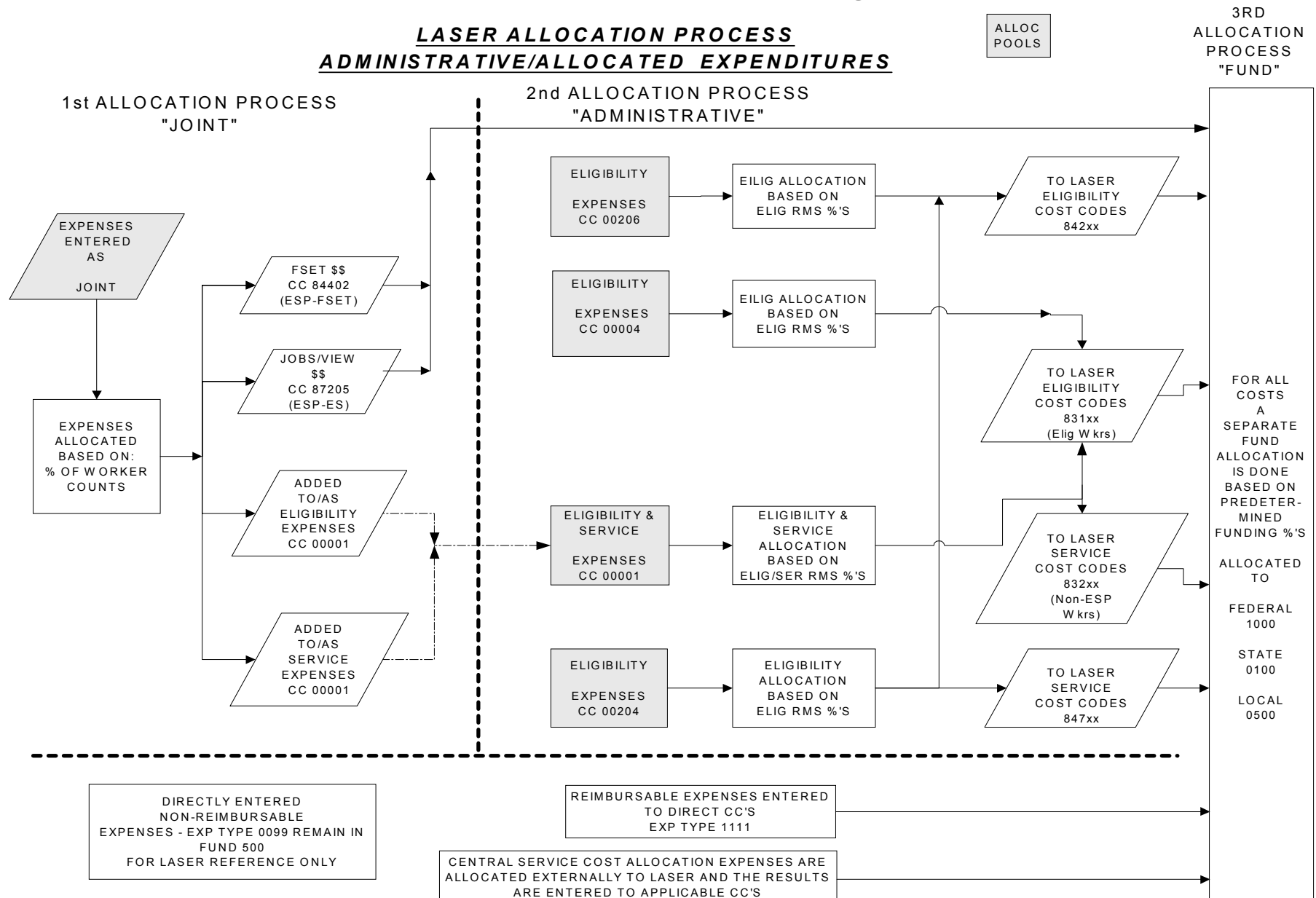
- 4. 00004 (80/20 Eligibility Training Expenses Administration)
  - 00004 expenses are allocated to Cost Codes 831xx. They are unique from 00001 allocation Cost Codes above.
  - It results in basically an 80% federal/state, and 20% local funding split.
  - The Budget Line is the same for the Cost Codes allocated from 00001 above.
- 5. 00206 (Eligibility Training Expenses Pass-Thru)
  - 00206 expenses are allocated to Cost Codes 842xx.
  - It results in basically a 50% federal, and 50% local funding split.
  - The Budget Line is the same for the Cost Codes allocated from 00204 above.



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**LASER Overview-Allocation Diagram:**





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## LASER Overview-Allocation Results Table

### ADMINISTRATIVE LASER ALLOCATION BY COST CODE, GRANT AND FUNDING

Allocated Cost Codes→	00001	00001 GRANT	F	S	L	00004	00004 GRANT	F	S	L
<i>Administrative programs that are cost allocated within LASER (below)</i>	80 / 20 Admin Summary Service / Eligibility					Administration S.D. Summary – Non-Title XX				
<b>RMS (Service) Category:</b>	<i>Note: 00001 Joint exp's are allocated via LASER to Ser and Elig 00001 pools based on the avg LDSS worker counts.</i>									
TITLE XX (SSBG)	83202	10001xx	80%		20%	N/A				
TITLE IV-E FOSTER CARE	83201	11001xx	80%		20%	N/A				
SUBSIDIZED ADOPTION	83209	11201xx	80%		20%	N/A				
CCDF (Child Day Care)	83210	07604xx	80%		20%	N/A				
FOSTER/ADOPT PARENT TRNG	83211	11103xx	80%		20%	N/A				
TANF (IVF, VIEW)	83212	04702xx	80%		20%	N/A				
FSET	83213	00401xx	50%	30%	20%	N/A				
TITLE XIX MEDICAID	83214	12001xx	80%		20%	N/A				
FOOD STAMPS	83215	00107xx	50%	30%	20%	N/A				
TANF (AFDC)	83216	04402xx	80%		20%	N/A				
GENERAL RELIEF	83217	80304xx		80%	20%	N/A				
SLH	83218	80304xx		80%	20%	N/A				
Allocated Cost Codes→	00001	00001 GRANT	F	S	L	00004	00004 GRANT	F	S	L
<b>RMS (Eligibility) Category</b>										
FOOD STAMPS – NPA	83103	00101xx	50%	30%	20%	83121	00101xx	50%	30%	20%
FOOD STAMPS – PA	83101	00101xx	50%	30%	20%	83122	00101xx	50%	30%	20%
FOOD STAMPS – FRAUD	83102	00201xx	50%	30%	20%	83123	00201xx	50%	30%	20%
TITLE IV-E FOSTER CARE	83105	11001xx	50%	30%	20%	83106	11001xx	50%	30%	20%
TITLE XIX MEDICAID	83107	12001xx	50%	30%	20%	83108	12002xx	50%	30%	20%
TANF (AFDC)	83109	04402xx	50%	30%	20%	83120	04402xx	50%	30%	20%
REFUGEE – OTHER	83127	05001xx	80%		20%	83129	05001xx	80%		20%
REFUGEE – GR	83125	05001xx	80%		20%	83124	05001xx	80%		20%
GENERAL RELIEF	83115	80301xx	80%		20%	83119	80301xx	80%		20%
AUXILIARY GRANTS - AGED	83110	80201xx	80%		20%	83117	80201xx	80%		20%
AUXILIARY GRANTS - BLIND	83112	80202xx	80%		20%	83118	80202xx	80%		20%
AUXILIARY GRANTS - DISABLED	83113	80203xx	80%		20%	83111	80203xx	80%		20%
SLH	83114	80601xx	80%		20%	83116	80601xx	80%		20%
<i>A Share (approx 8%) of Joint administrative expenditures entered in CC00001 are allocated to <b>Employment Services Program</b> based on the % of total ESP local workers (worker counts from LETS).</i>										
ESP-GR	83402	80301xx		100%		N/A				
ESP-FSET	84402	00301xx	100%			N/A				
ESP-ES (VIEW)	87205	04403xx	67%	33%		N/A				





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## LASER Overview-Allocation Results Table (continued)

### ADMINISTRATIVE LASER ALLOCATION BY COST CODE, GRANT AND FUNDING

Allocated Cost Codes→	00204	00204 GRANT	F	S	L	00206	00206 GRANT	F	S	L
<i>Administrative programs that are cost allocated within LASER (below)</i>	Admin Local Pass-Thru					Admin S.D. Pass Thru				
<b>RMS (Service) Category:</b>	<i>Service CC's (847xx) below are disabled via edit rules (only E allowed)</i>									
TITLE XX (SSBG)	84701	10001xx		**	100%	N/A				
TITLE IV-E FOSTER CARE	84702	11001xx		**	100%	N/A				
SUBSIDIZED ADOPTION	84703	11201xx		**	100%	N/A				
CCDF (Child Day Care)	84706	07604xx	50%	**	50%	N/A				
FOSTER/ADOPT PARENT TRNG	84707	11103xx	50%	**	50%	N/A				
TANF (IVF, VIEW)	84708	04702xx	50%	**	50%	N/A				
FSET	84709	00401xx	50%	**	50%	N/A				
TITLE XIX MEDICAID	84710	12001xx	50%	**	50%	N/A				
FOOD STAMPS	84711	00107xx	50%	**	50%	N/A				
TANF (AFDC)	84712	04402xx	50%	**	50%	N/A				
GENERAL RELIEF	84713	80304xx	50%	**	50%	N/A				
SLH	84714	80304xx	50%	**	50%	N/A				
<b>Service Pass-thru exp's are entered as non-reimb to 84705 and allocated to 84705 using RMS %'s for IVE FC, Sub Adopt &amp; FC Trng. (avg = 28%)</b>	84705	11001xx	50%		50%					
Allocated Cost Codes→	00204	00204 GRANT	F	S	L	00206	00206 GRANT	F	S	L
<b>RMS (Elig) Category</b>										
FOOD STAMPS – NPA	84201	00101xx	50%		50%	84205	00101xx	50%		50%
FOOD STAMPS – PA	84202	00101xx	50%		50%	84206	00101xx	50%		50%
FOOD STAMPS – FRAUD	84204	00201xx	50%		50%	84207	00201xx	50%		50%
TITLE IV-E FOSTER CARE	84208	11001xx	50%		50%	84209	11001xx	50%		50%
TITLE XIX MEDICAID	84210	12001xx	50%		50%	84211	12002xx	50%		50%
TANF (AFDC)	84212	04402xx	50%		50%	84213	04402xx	50%		50%
REFUGEE – OTHER	84215	05001xx	100%			84219	05001xx	100%		
REFUGEE – GR	84220	05001xx	100%			84221	05001xx	100%		
GENERAL RELIEF	84222	80301xx			100%	84227	80301xx			100%
AUXILIARY GRANTS - AGED	84223	80201xx			100%	84228	80201xx			100%
AUXILIARY GRANTS - BLIND	84224	80202xx			100%	84229	80202xx			100%
AUXILIARY GRANTS – DISABLED	84225	80203xx			100%	84230	80203xx			100%
SLH	84226	80601xx			100%	84231	80601xx			100%
ESP-GR	N/A					N/A				
ESP-FSET	N/A					N/A				
ESP-ES (VIEW)	N/A					N/A				



## **LASER OVERVIEW - WORKER COUNTS**

### **Overview**

A Joint Worker is a classification to signify that a LDSS employee is associated with multiple cost centers and objectives including service and eligibility work, for example, management personnel. Joint ("J" Expenditure Type in LASER) administrative expenses entered into LASER for reimbursement are allocated based on the average worker counts for each LDSS. This LASER allocation process is referred to as the Joint Allocation and is first one of three that occur during the LASER month-end closing process. This process is referenced in the LASER Overview-Allocation and the LASER Overview-Allocation Diagram sections of this manual. The average worker counts are derived from LETS (Local Employee Tracking System), and entered into LASER annually.

### **Worker Percentages**

Joint expenses are allocated in LASER to the four categories below based on the percentage of workers in each category as indicated. The joint allocation basis percentage (below) is based on the number of workers in the category divided by the total number of workers in all categories.

#### **Joint Allocation Basis:**

- Service worker %
- Eligibility/Benefit worker %
- ESP ES/VIEW worker %
- ESP FSET worker %

#### **Joint Expenses are Allocated to:**

- allocated to Cost Code 00001 (Service)
- allocated to Cost Code 00001 (Eligibility)
- allocated to Cost Code 87205
- allocated to Cost Code 84402

### **Process**

1. About May of each year, VDSS-HRM (Virginia Department of Social Services Human Resource Management) initiates the process of updating the average worker counts by locality for the following LASER fiscal year. At this time, VDSS-HRM provides instructions and LETS (Local Employee Tracking System) report information to LDSS's to assist them in confirming their count numbers.

Worker counts are based on the number of direct service and benefits workers, including supervisors, fraud workers, and aides. Worker counts for direct service and benefit supervisors/workers are based on class code. Aides/Aide supervisors are assigned to a category based on the first function code of the assignment record.

- Only direct service and eligibility (including fraud) staff and supervisors in permanent, non-local only positions are included in the counts.
- Excluded are those positions where the first function field is FA, DCC, HUD, or MDO.
- Excluded are those positions that are restricted, temporary, seasonal, or emergency.
- Vacant or positions funded with local only dollars are also excluded.
- For aide/aide supervisor, if the first function field is JP, NFP, or REF, the employee percent time is split between Benefits and Services. If the first function field is SP, CPS, FC, APS, CA, DC, IR or VOL the time is allocated to Services. If the first field is BP, ADC, FE, AG, MD, FS, or WF, the time is allocated to Eligibility.
- VIEW (ES) employee counts are used if any position function percent is ES



## **LASER OVERVIEW - WORKER COUNTS (continued page 2)**

### **Process continued**

- FSET (ESF) employee counts are used if any position function percent is ESF.
  - Self-sufficiency classifications are split between Benefits and VIEW/FSET if the first position function is JP and the remaining are noted as ES or ESF.
2. The LETS worker count reports are verified by LDSS's.
    - The LDSS confers with VDSS-HR to resolve all discrepancies and confirms the count numbers by the established deadline.
  3. VDSS-HR approves and finalizes all average worker counts.
  4. By approximately July 1, VDSS-HR forwards all approved average worker counts by locality to DOF (Division of Finance)
    - DOF enters the worker counts into LASER
  5. The LASER June (joint) expenditures (entered by mid July) are allocated using the new worker counts.
  6. Anytime during the year, worker counts can be modified in LASER at the request of the LDSS if significant changes occur, and the changes are approved by VDSS-HR first.
    - All approved changes are forwarded to DOF from VDSS-HR.
    - Approved count changes are effective for the LASER open period in which they are made, for example, if a change is made prior to the LASER August (expenditure) data entry deadline of September 17<sup>th</sup>, then the Joint allocation process at the end of September would use the new numbers.

Existing worker counts in LASER can be reviewed via a LASER report. The LASER report name is "Worker Counts YTD for a Fip". It can be generated the same as other LASER reports.



## **LASER Overview - Pass-Through Opportunities**

A "Pass-Through" is a process whereby applicable LDSS expenditures can be submitted for reimbursement from the federal government, "federal financial participation" (FFP), through the state on condition that the locality provides the necessary financial match. This process occurs when:

- A locality desires to seek reimbursement from federal sources, rather than from the state. This normally occurs when the LDSS has fully expended their state general fund allocation for a particular budget line.
- No additional state funds are available.
- Sufficient federal funds are available and the expenses are allowable.
- Sufficient state appropriation is available.
- The LDSS can provide the necessary financial match.
- The state submits the costs on behalf of the locality and passes-along the reimbursement to the LDSS, through LASER.

The majority of the pass-through federal funds available are for administrative expenditures only, but there are some exceptions. In addition, most federal funds used for this purpose are the ones that are uncapped - have unlimited funds.

The following LASER Cost Codes can be used for the pass-through reimbursement for allowable expenditures.

- 00204 Eligibility Administrative Pass-Thru
- 00206 Eligibility Training Expenses Pass-Thru
- 84705 Service Admin Pass-Thru
- 87301 Administrative Foster Parent Training Pass-Thru
- 87601 Administrative Foster Care Pass-Thru
- 88201 Child Day Care Purchase of Service Pass-Thru
- 88202 Fee Child Care Pass-Thru
- 88501 Administrative Child Day Care Pass-Thru
- 89701 Food Stamp Employment and Training (FSET) Administrative Pass-Thru

Federal reimbursement for selected costs may also be allowable through the state outside of LASER via Revenue Max projects. As with LASER, LDSS must provide all matching requirements. Refer questions regarding this to the Revenue Max unit within the VDSS Division of Finance, 804-692-1313.

For more LASER pass-through information refer to: the specific Cost Code in the Budget Line/Cost Code descriptions section, the LASER Overview-Allocations section, and the VDSS Finance and Administration Guidelines Manual linked from the Reference Links section.



## **LASER Overview-Adjustments**

Occasionally, financial corrections, additions or deletions are required in LASER. LASER entries, including adjustments, should only be made in the current open month/period. No expenditures are processed in prior LASER periods, only in the current month that is open. If an entry is entered after the open period entry deadline date, it is processed in the following month.

When a correcting adjustment is made in LASER, the original entry should be reversed at the same time (in the same open month/period) IF it occurred within the same fiscal year. If the original incorrect entry occurred in a previous fiscal year (refer to the notification item below), it should NOT be reversed.

The following guidelines should be followed for adjustments to ensure expenditures are allowable for reimbursement:

- Regarding time limits for claiming reimbursement: applicable federal regulations and state plans, plus any established state policies pertaining to the program must be followed. Many (but not all) programs have a two-year time limit (15 months in some cases) for expenditures to be claimed for reimbursement.
- Regarding budget allocations: adjustments will be applied against the current fiscal year budget for the Budget Line allocation. For example; if the adjustment were processed in a period within fiscal year 2002, then the Budget Line allocation for fiscal year 2002 would be offset by the adjustment amount. Additional budget allocations can be requested via the VDSS Budget office using their budget request process.
- State notification and approvals: notification and approval should be sought and provided from the applicable Regional Administrative Manager in the state regional office (refer to the Contact section of this guideline) when an adjustment is for a prior fiscal year. The Regional Administrative Manager should also be notified when an individual item adjustment in the existing fiscal year exceeds 15% of the average monthly expenditure. Notification within the fiscal year is not required for amounts less than \$5000.

## **Expenditure Definition**

An expenditure includes all amounts of money paid out by a LDSS during its fiscal year while providing financial assistance and services to social services clients. Expenditures can be submitted for reimbursement consideration; however, money not paid out (or due) is not expenditure and should not be submitted for reimbursement in LASER. VDSS personnel must approve exceptions.



## **Allowable Costs**

Expenditures submitted through LASER for state, and or federal reimbursement consideration must comply with the guidelines below as found in federal guidelines "OMB-A87, Attachment A, section C". A link is provided to this site from the Reference Links section of this guideline.

### **Basic Guidelines:**

Factors affecting allowability of costs. To be allowable under federal awards, costs must meet the following general criteria:

- a. Be necessary and reasonable for proper and efficient performance and administration of federal awards.
- b. Be allocable to Federal awards under the provisions of this Circular.
- c. Be authorized or not prohibited under state or local laws or regulations.
- d. Conform to any limitations or exclusions set forth in these principles, federal laws, terms and conditions of the federal award, or other governing regulations as to types or amounts of cost items.
- e. Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the governmental unit.
- f. Be accorded consistent treatment. A cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the federal award as an indirect cost.
- g. Except as otherwise provided for in this Circular, be determined in accordance with generally accepted accounting principles.
- h. Not be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior period, except as specifically provided by federal law or regulation.
- i. Be the net of all applicable credits.
- j. Be adequately documented.

### **Reasonable costs:**

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when governmental units or components are predominately federally- funded. In determining reasonableness of a given cost, consideration shall be given to:

- a. Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the governmental unit or the performance of the Federal award.
- b. The restraints or requirements imposed by such factors as: sound business practices; arms length bargaining; Federal, State and other laws and regulations; and, terms and conditions of the Federal award.
- c. Market prices for comparable goods or services.
- d. Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the governmental unit, its employees, the public at large, and the Federal Government.
- e. Significant deviations from the established practices of the governmental unit which may unjustifiably increase the Federal award's cost.



## Salary Reimbursement Guidelines

### Overview

The following guidelines apply to compensation costs for Superintendents/Directors and other LDSS employees. According to the federal requirements in OMB A-87 governing costs, compensation and other expenditures to be submitted by the state for federal reimbursement must be allowable, reasonable and necessary. The state is allowed to make this determination by establishing standards and considering any applicable federal program rules. At the state level, there are standards and regulations that govern the reimbursement policies between the state and LDSS.

Per Virginia State Code 63.1-66 below, compensation for any LDSS (Local Department of Social Services) Superintendent/Director or other employee whose salary does not exceed the maximum amount indicated in the VDSS (Virginia Department of Social Services) Basic State Compensation Schedule is allowable for reimbursement from state general funds (and federal) as available.

Compensation for any LDSS (Local Department of Social Services) Superintendent/Director or other employee whose salary exceeds the maximum amount indicated in the VDSS Basic State Compensation Schedule, and approvals have been provided (see Clarification notes below), shall be paid wholly from local funds. Although state general fund reimbursement is not permitted, these compensation costs may be reimbursed from applicable federal fund sources in addition to the use of local funds. If federal sources are to be utilized, local funds must be used to meet any federal financial match requirements.

*§ 63.1-66. Compensation.*

*The local superintendent and other persons employed to administer the provisions of this title in each county or city shall be paid such compensation by such county or city as shall be fixed by the local board or other appointing authority within the compensation plan provided in the merit system plan. With the approval of the State Board and the local governing body the local board may provide that the local superintendent and such other employees shall be paid compensation in excess of the maximums permitted in the compensation plan. Such excess compensation shall be paid wholly from the funds of such county or city.*

*(Code 1950, § 63-82; 1964, c. 359; 1968, cc. 467, 578.)*

### Clarification Notes

VDSS utilizes several processes to validate and approve compensation costs to ensure they are allowable, reasonable and necessary. The following notes indicate accountability and how compensation costs are validated and reimbursed.

1. LDSS must ensure that the same cost is not submitted for reimbursement more than once.
2. LDSS must maintain and be able to provide on request, sufficient documentation to substantiate and track expenses submitted for reimbursement.



## **Salary Reimbursement Guidelines (continued page 2)**

3. LDSS are accountable for any disallowance resulting from a failure to comply with state and/or federal rules and regulations.
4. Compensation costs are determined by the state to be reasonable, necessary, and allowable for reimbursement consideration when approved through all applicable LDSS, Local Government, and/or VDSS/HRM (Human Resources Management) position and compensation approval processes. Applicable processes are those required by existing State, Local Government, and or LDSS regulations, policies, and or procedures to approve the compensation related cost. Approval processes vary based what the cost relates to.
5. Processes, policies, and procedures used by the state, local governments, and LDSS to approve compensation matters include: The Administrative Manual for LDSS Human Resource Management, Basic State Compensation Schedule, Local Compensation Plans submitted to LDSS boards and VDSS, LETS procedures, Local and State Board approvals, plus all other regulations, policies, and procedures pertaining to compensation and/or human resources.
6. Reimbursement from the state general fund is allowable for compensation that does not exceed the maximum amounts in the VDSS Basic State Compensation Schedule.
7. For compensation costs that exceed the VDSS Basic State Compensation Schedule maximums, reimbursement can be obtained from appropriate federal sources if approved through one or more of the applicable processes indicated in items #4 and #5 above. The state passes-through FFP(Federal Financial Participation) to locals when LDSS expenditures are entered using the appropriate pass-through LASER cost codes. LDSS must provide all federal matching requirements and the expenditure must meet all program requirements.
8. Federal reimbursement may also be allowable through the state outside of LASER via Revenue Maximum projects by passing-through to locals applicable FFP (Federal Financial Participation). LDSS must provide all matching requirements.

### **Other Salary Costs - Local Boards**

Local Boards - VA Code § 63.1-47. Compensation and expenses.

Each member of the local board of a county or a city or of a district shall be paid his reasonable and necessary expenses incurred in attendance upon meetings and while otherwise engaged in the discharge of his duties as such member. In addition to such expenses, the council or other governing body of each city or county may, out of the general fund of such city or county, pay to each member of the local board of such city or county, as compensation for his services as such member, an amount to be fixed by the governing body of such city or county. No such county or city shall be reimbursed out of either state or federal funds for any part of such compensation paid.





## **Time Reporting Guidelines**

Expenditures submitted in LASER for state and or federal reimbursement consideration must comply with the guidelines below as indicated in federal guidelines "OMB-A87, Attachment B, section H - Support of salaries and wages". A link is provided to this site from the Reference Links section of this guideline.

The Regional Administrative Manager (Refer to the Contacts section of this guideline) should be contacted if there are questions about the approval statements "approved by the cognizant Federal agency" referenced below. Approval from appropriate state personnel may be required in some instances.

### **Support of salaries and wages (OMB-A87, Attachment B, section H)**

These standards regarding time distribution are in addition to the standards for payroll documentation.

- (1) Charges to Federal awards for salaries and wages, whether treated as direct or indirect costs, will be based on payrolls documented in accordance with generally accepted practice of the governmental unit and approved by a responsible official(s) of the governmental unit.
- (2) No further documentation is required for the salaries and wages of employees who work in a single indirect cost activity.
- (3) Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having first hand knowledge of the work performed by the employee. (*\* Indicated Below Is A Certification Form That Can Be Used*).
- (4) Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation which meets the standards in subsection (5) unless a statistical sampling system (see subsection (6)) or other substitute system has been approved by the cognizant Federal agency. Such documentary support will be required where employees work on: (*\*\* See The Footnote At The End Of This Section*)
  - (a) More than one Federal award,
  - (b) A Federal award and a non-Federal award,
  - (c) An indirect cost activity and a direct cost activity,
  - (d) Two or more indirect activities which are allocated using different allocation bases, or
  - (e) An unallowable activity and a direct or indirect cost activity.
- (5) Personnel activity reports or equivalent documentation must meet the following standards:
  - (a) They must reflect an after-the-fact distribution of the actual activity of each employee,
  - (b) They must account for the total activity for which each employee is compensated,
  - (c) They must be prepared at least monthly and must coincide with one or more pay periods, and
  - (d) They must be signed by the employee.
  - (e) Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to Federal awards but may be used for interim accounting purposes, provided that:
    - (i) The governmental unit's system for establishing the estimates produces reasonable approximations of the activity actually performed;
    - (ii) At least quarterly, comparisons of actual costs to budgeted distributions based on the monthly activity



### **Time Reporting Guidelines (continued)**

reports are made. Costs charged to Federal awards to reflect adjustments made as a result of the activity actually performed may be recorded annually if the quarterly comparisons show the differences between budgeted and actual costs are less than ten percent; and

(iii) The budget estimates or other distribution percentages are revised at least quarterly, if necessary, to reflect changed circumstances.

(6) Substitute systems for allocating salaries and wages to Federal awards may be used in place of activity reports. These systems are subject to approval if required by the cognizant agency. Such systems may include, but are not limited to, random moment sampling, case counts, or other quantifiable measures of employee effort.

(a) Substitute systems which use sampling methods (primarily for Aid to Families with Dependent Children (AFDC), Medicaid, and other public assistance programs) must meet acceptable statistical sampling standards including:

(i) The sampling universe must include all of the employees whose salaries and wages are to be allocated based on sample results except as provided in subsection (c);

(ii) The entire time period involved must be covered by the sample; and

(iii) The results must be statistically valid and applied to the period being sampled.

(b) Allocating charges for the sampled employees' supervisors, clerical and support staffs, based on the results of the sampled employees, will be acceptable.

(c) Less than full compliance with the statistical sampling standards noted in subsection (a) may be accepted by the cognizant agency if it concludes that the amounts to be allocated to Federal awards will be minimal, or if it concludes that the system proposed by the governmental unit will result in lower costs to Federal awards than a system which complies with the standards.

(7) Salaries and wages of employees used in meeting cost sharing or matching requirements of Federal awards must be supported in the same manner as those claimed as allowable costs under Federal awards.

***\* The Time Certification Form below should be used when applicable. An alternative form can be used providing the same information is captured.***

***\*\* For costs other than those allocated via RMS statistics, a personnel activity report or equivalent documentation (time sheet) is required per Virginia's Department of Social Services Cost Allocation Plan. Other statistical substitutions to be considered for use, such as cases, are subject to approval by the Controller, VDSS Division of Finance.***



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## Time Certification Form

OMB-A87, Attachment B, section H - "(3) Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having first hand knowledge of the work performed by the employee."

Locality \_\_\_\_\_

Employee's Name \_\_\_\_\_

Position Title \_\_\_\_\_

Position Number \_\_\_\_\_

Program Name	LASER Cost Code	% Of Time In A 40 Hour Week Performing Work Allowed

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor or \_\_\_\_\_ Date \_\_\_\_\_  
Authorized Person Signature (see OMB note above)



## **Indirect/Direct Treatment of Salary Costs and RMS**

The following guidelines address some LASER options pertaining to salary costs of LDSS workers (primarily Service workers), and based on these options, if these workers should be included or not in the RMS (Random Moment Sampling) process. These guidelines should clarify the following questions:

1. When should a LDSS (Local Department of Social Services) worker be included and/or removed from the RMS process?
2. Should these same worker's salary costs be included or excluded from the administrative indirect cost pools that get allocated?

### **Special notes and definitions:**

1. Salary expenditures referenced in this guideline apply to any LDSS employee/worker considering the use of one or more LASER direct cost centers/codes (not allocated within the system using RMS statistics). The direct cost codes being considered must be appropriate for the work being performed and must have applicable funds available. This often applies to Service workers.
2. References below to workers being included or not in RMS, applies to workers that would be included in the RMS pool based on LETS (Local Employees Tracking System) classifications and codes. The classifications normally included in RMS are: Eligibility, Service, Aids, and Joint (that get re-classified as Eligibility or Service). Supervision and some other LETS Function Codes (FA, VOL, HUD, & NFP) and Class Codes (ranging from 06500-06509) are not included in RMS.
3. "Indirect" refers to expenses applied against a cost center/code(s) that gets allocated in LASER using RMS statistics, for example cost codes; 00001, 00204, 00004, 00206, and 84705.
4. "Direct" refers to expenses applied against a cost center/code(s) that is NOT allocated in LASER. This would include pass-through cost codes.
5. "Dedicated" represents that portion of a LDSS employee's time working on one or more "direct" cost objectives or cost centers.
6. A Guideline Matrix and a chart of Cost Codes That Can Be Used is indicated below.



## **Indirect/Direct Treatment of Salary Costs and RMS (continued)**

### **When an applicable LDSS worker's time is:**

1. 100% dedicated to a single federal award or cost objective, they should be:
  - Excluded from RMS observations. (Refer to the RMS section of the Finance and Administration Guidelines Manual referenced in the Reference Links section of this guideline)
  - Their compensation/salary expenses should be reimbursed using the applicable non-allocated direct LASER cost code.
  - Appropriate time reporting documentation or a semi-annual certification must be used. Refer to the Time Reporting Guidelines section of this manual.
2. More than 50% (51% to 100%) dedicated to one or more non-allocated direct federal awards or cost objectives, they should be:
  - Excluded from RMS observations. (Refer to the RMS section of the Finance and Administration Guidelines Manual referenced in the Reference Links section of this guideline)
  - Their compensation/salary expenses can be split between direct and indirect cost codes with 51% to 100% of these costs being applied to any applicable non-allocated direct cost codes.
  - The remaining expenses (0% to 49%) can be applied to applicable administrative indirect LASER cost codes that are allocated.
  - Appropriate time reporting documentation must be used to support splits. Refer to the Time Reporting Guidelines section of this manual.
3. Less than or equal to 50% (0% to 50%) dedicated to one or more non-allocated direct federal awards or cost objective, they should be:
  - Included in the RMS process and be observed through it.
  - Their compensation/salary expenses can be split between direct and indirect cost codes with 0% to and including 50% of the costs being applied to any applicable non-allocated direct cost codes.
  - The remaining expenses (0% to and including 50%) can be applied to applicable administrative indirect LASER cost codes that are allocated.
  - Appropriate time reporting documentation must be used to support splits. Refer to the Time Reporting Guidelines section of this manual.
4. 100% non-dedicated to multiple activities or cost objectives, then
  - 100% of their compensation/salary expenses should be entered into applicable administrative LASER cost codes that are allocated.
  - They should be included in RMS.
  - NO time reporting or other related documentation is required.



## Indirect/Direct Treatment of Salary Costs and RMS (continued)

### Guideline Matrix

<i>Worker</i>	<i>Worker is Included In RMS Process/Observations</i>		<i>% Of Salary Expenditures Applied Against Direct or Indirect Cost Centers (CC's) Expenditures Should Be Approx The Same % As Actual Time. Also, CC's That Can Be Used</i>	
	<u><i>Excluded</i></u>	<u><i>Included</i></u>	<u><i>To Direct CC(s)</i></u>	<u><i>To Indirect/ Allocated CC(s)</i></u>
<u><i>Time dedicated working on one or more direct cost objectives</i></u>				
100% Time	X		100% 1 Direct CC	0%
51% to 100% Time	X		51% to 100% Any Direct CC's	0% to 49% Applicable Indirect CC's
0% to 50% Time		X	1% to 50% Any Direct CC's	50% to 100% Applicable Indirect CC's
0% Time		X	0%	100% Applicable Indirect CC's



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**Indirect/Direct Treatment of Salary Costs and RMS (continued)**

<i><b>Cost Codes That Can Be Used</b></i>				
<i><b>Applicable Indirect Cost Codes</b></i>		<b>Federal / State / Local</b>		
00001	80 / 20 Administration Summary Service / Eligibility	N/A	N/A	N/A
00004	Administration S.D. Summary - Non TXX	N/A	N/A	N/A
00204	Admin Local Salary Cost Summary Pass-Thru	N/A	N/A	N/A
00206	Admin S.D. - Local Salary Cost Summary - Pass Thru	N/A	N/A	N/A
84705	IV-E Serv Pass-Thru – Locality	N/A	N/A	N/A
<i><b>Applicable Direct Cost Codes</b></i>		<b>Federal / State / Local</b>		
31810	Food Stamp Reinvestment - Plan 1		100	
31814	Food Stamp Reinvestment		100	
82001	Adoption Incentive	100		
82906	Family Support Administration (SSBG)	80		20
82907	Family Preservation Admin (SSBG)	80		20
83104	Admin Food Stamps Issuance - Elig	50	30	20
83203	Admin Staff Dev Title XX	80		20
83204	Admin Purchased Services	80		20
83205	Admin Training for Providers - Serv	80		20
83208	Admin Legal Services - Serv	80		20
83503	LIHEAP-Cooling Administration	100		
84203	Admin Loc Sal Cost - Food Stamp - PT	50		50
84401	Admin Food Stamp Employment & Training - Direct	100		
85101	TANF/CSA Early Intervention Trust Fund	Varies <sup>2</sup>		
86001	Admin Energy Assist - Heating	100		
86301	Independent Living - Admin	100		
86601	Family Support - Pur Serv (IVB2)	75	15	10
86602	Family Preservation - P.S. (IVB2)	75	15	10
86605	Reunification - Fam Supt Presrv	75	15	10
86606	Adoption - Fam Supt Presrv	75	15	10
87203	VIEW - Admin	67	33	
87301	Admin Foster Parent Training IV-E	75		25
87601	Admin Foster Care Pass-Thru	50		50
88401	Child Day Care - Service Delivery	50	50	
88501	Admin CDC Fee Sys / Risk Pass-Thru	51		49
89101	Statewide Fraud Program - Free	50	50	
89202	Fraud Free 80/20 Admin Option	50	50	
89301	Hard to Serve Vista Training/Admin.	100		
89401	VA Childrens Medical Insurance Plan	66	34	
89502	Admin Adult Protective Services		80	20
89601	TANF Welfare Reform Phase II	100		
89701	FSET - Admin Pass Thru	50		50
89801	Hard to Serve Direct Services	100		

<sup>2</sup> Local Match Rate is based on locality's ability to pay.



## **Reimbursement of Legal Expenditures**

### **Overview**

Most legal expenses applicable to LDSS's (Local Department of Social Services) are allowable for reimbursement providing they are necessary and reasonable, and are incurred by the LDSS or Local Board. Federal and state funding for allowable costs is contingent on availability and any required local match. Federal and/or state reimbursement is available through, LASER (Locality Automated System for Expenditure Reimbursement), CSCAP's (Central Service Cost Allocation Plans), or Revenue Maximization Projects. Care should be taken to ensure that the expense is only submitted for reimbursement once.

This guideline focuses on the use of LASER for reimbursement. Refer to the Finance and Administration Guidelines Manual for more information on Revenue Maximization Projects and CSCAP's (a link is provided in the Reference Links section of this guideline). The purpose and source of the legal expense helps determine how it should be classified for reimbursement, and if prior approval is necessary.

Prior approval from VDSS (Virginia Department of Social Services) is required when: Non-local or non-state government legal counsel is to be used for civil matters, and federal and/or state reimbursement is to be sought. Approval of allowable expenses does NOT ensure that additional state (general) funds will be made available. Requests for additional state funds should be submitted to the VDSS Budget office using established procedures. As always, approved and allowable costs can be submitted for federal (pass-through) reimbursement.

These guidelines are intended to explain what legal costs are allowable for reimbursement, LASER classifications, and the approval process when applicable. The headings for each section are:

1. LASER Reimbursement Guidelines
2. Dedicated Local Attorney Staff
3. LDSS Employee Representation Reimbursement
4. Non-Local/State Government Legal Costs For Civil Matters

### **LASER Reimbursement Guidelines**

- **Summary**

The direct or indirect administrative LASER Cost Code relating to the legal services provided should be used as funds are available. When applicable, the LDSS should ensure that adequate documentation supporting the costs is available. For example, if the agency uses an attorney to support various programs, the attorney will need to itemize their billable hours by program area. Specific documentation is important to ensure that the correct Cost Code is used.

- **Direct Expenditures**

Where the legal expense can be determined to benefit a particular program, the applicable LASER cost center (LASER Cost Code) for that program should be used, providing it is allowable under that program's policies and regulations. When uncertain if a cost is allowable, the applicable Regional Administrative Manager should be contacted. A list of available "Direct" Cost Codes can be found in the table under the





## **Reimbursement of Legal Expenditures (continued page 2)**

### **LASER Reimbursement Guidelines (continued)**

"Indirect/Direct Treatment of Salary Costs and RMS" section of this guideline manual. This table listing includes pass-through Cost Codes, such as, IVE Pass-Through 87601, and Service Pass-Through 84705.

Several Cost Codes that should be used for IVE legal costs when counsel and assistance is provided are 87601 (IVE Pass through) and 84705 (Service Pass-through). Allowable legal cost incurred by the LDSS or LBSS (Local Board of Social Services) relating to an IVE client is permitted for IVE reimbursement using Cost Code 87601. This includes, but not limited to, determining and defending eligibility, or representing the LDSS and/or LBSS regarding other IVE client matters. Legal counsel appointed by the court for an IVE client (guardian ad litem) is not allowable for reimbursement nor is the cost of notification since the cost is not incurred by the LDSS or LBSS. These two items are the court's responsibility.

Cost Codes 811xx and 83208 should NOT be used to process IVE legal reimbursements. Every effort should be made to use the applicable Cost Codes for IVE clients as mentioned immediately above. Other reimbursement options for IVE legal costs include: using the Central Service Cost Allocation Plans, or Revenue Maximization Projects.

- **Indirect Expenditures**

If a benefiting program cannot be determined or there is not an applicable direct cost center to use, then the expense should be submitted for reimbursement through LASER using the appropriate cost center that allocates expenses based on RMS (Random Moment Sampling) percentages. Normally, expenditures to be allocated should be submitted using LASER Cost Codes 00001 (eligibility or service) or 84705 (service pass-through). Refer to the same direct table as mentioned above for a list appropriate allocated LASER Cost Codes. Documentation supporting a breakdown of expenses is not required from the legal department when the costs are to be reimbursed using an allocated Cost Code. However, it is always important for the LDSS to confirm and approve expenditures as necessary and reasonable.

### **Dedicated Local Attorney Staff**

The "Allowable Costs" section in this guideline (based on OMB A-87) refers to the treatment of costs. "...To be allowable under federal awards, costs must meet the following general criteria:.....Be accorded consistent treatment. A cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the federal award as an indirect cost."

Legal costs can be submitted for reimbursement through LASER or other processes under the following circumstances. As with all costs, the same costs must NOT be claimed more than once.

1. If the local Attorney's office dedicates staff in support of the LDSS **over and beyond those normally provided**, the LDSS can submit these extra costs for reimbursement using the applicable direct LASER Cost Codes. When there is dedicated staff such as this, an agreement should be executed between the LDSS and the local Attorney's office documenting the staff



## **Reimbursement of Legal Expenditures (continued page 3)**

### **Dedicated Local Attorney Staff (continued)**

arrangements. This (simple) agreement is recommended for audit purposes to clarify costs and ensure accurate reporting.

2. In addition, the LDSS can also receive reimbursement for applicable overhead costs of the local Attorney's office through the CSCAP. The CSCAP would allocate a portion of the local Attorney's office to the LDSS, excluding the extra staff over and beyond those normally provided and already claimed for reimbursement.

### **LDSS Employee Representation Reimbursement**

A LBSS/LDSS may reimburse an employee for their dismissed criminal legal fees and expenses regardless of their source under the provisions of VA Code 63.1-54.2 below. Additional state funding for the reimbursement is contingent on availability. Federal pass-through funds can always be sought for allowable costs.

*§ 63.1-54.2. Payment of legal fees and expenses for certain social service employees.*

*If any employee of a local department of public welfare or social services shall be arrested, indicted or otherwise prosecuted on any criminal charge arising out of an act committed in the discharge of his official duties, and the charge is subsequently terminated by entry of an order of dismissal, or nolle prosequi or upon trial he is found not guilty, the local board by which he is employed may reimburse such employee for all or part of the legal fees and expenses incurred by the employee in defense of such charge. The State Department of Social Services may reimburse the local board all or any part of such expenditures at the same rate in effect for all other administrative costs at the time of the expenditure to the extent that funds are available.*

*(1977, c. 82; 1985, c. 438.)*

### **Non-Local/State Government Legal Costs For Civil Matters**

- **Summary**

Legal services for LDSS's are normally provided by and through the locality's city or county Attorney's office. The state Commonwealth Attorney's office also provides LDSS's assistance as requested and as available. This section of the guideline outlines the prerequisites and procedures whereby a LBSS (Local Board of Social Services) or a LDSS may request reimbursement approval for legal civil assistance beyond those provided by local government or Commonwealth personnel.

Local social service boards provide oversight and direction to the performance of the LDSS's. As such, they must operate with the knowledge that actions which they undertake in good faith and with due deliberation will be defended if legally challenged. By the same token, honest differences of interpretation may often be resolved through outside mediation before it rises to the level of legal challenge. For this reason, the VDSS



## **Reimbursement of Legal Expenditures (continued page 4)**

### **Non-Local/State Government Legal Costs For Civil Matters (continued)**

requests that local social services boards inform VDSS prior to taking action pertaining to civil matters that will require expending legal expenses beyond their local government services.

Reimbursement from local administrative funds for legal civil services incurred when the LDSS or LBSS is represented is allowed provided the conditions below have been met including prior approval. LASER Cost Code 83208 should be used when submitting these approved expenditures for reimbursement. As mentioned previously, approval of allowable expenses does NOT ensure that additional state (general) funds will be made available. However, approval does permit the expense to be submitted for federal (pass-through) reimbursement.

*§ 63.1-54.1. Employment of counsel for local welfare boards and employees; payment of expenses.*

*Except in those cases in which the attorney for the Commonwealth or county or city attorney represents the local board of social services, a local board may employ legal counsel in civil matters to give advice to or represent the local board or any of its members or the employees of the local welfare department and may pay court costs and other expenses involved in the conduct of such civil matters from funds appropriated by the local governing body for the administration of the department of social services. Such counsel may be employed on a part-time basis for any particular action or actions. However, prior approval of the State Department of Social Services shall be obtained by the board before counsel is employed except in instances where legal counsel is necessary for the provision of services or assistance to eligible recipients under this title.*

*The State Department of Social Services may reimburse the local board for all or any part of such expenditures at the same rate in effect for all other administrative costs at the time of the expenditure. However, the Department shall not reimburse for any expenses for which payment was available through an insurance policy currently in force.*

*Where such counsel is employed by the local board, the attorney for the Commonwealth or city attorney or county attorney may be relieved of his responsibility to represent the board or department in that matter.*

*(1976, c. 382; 1977, c. 184; 1985, c. 438.)*

#### **• Approval Process**

When the LBSS or LDSS is required to obtain prior approval from VDSS prior to retaining non-local/state counsel in civil matters, the request for approval should take the form of a letter, memorandum, or e-mail. It should be sent to the applicable Regional Director who in turn, will forward it and confer with the Central Office individual responsible for Regional Operations. An example of when prior approvals are required would be when non-local/state counsel is retained to represent the LBSS or LDSS in personnel matters. The request should include the following:

1. The circumstances that require counsel to be retained
2. The reason why the attorney for the Commonwealth or city or county is unable to represent the local department
3. An estimate of the costs
4. Whether insurance funds are available

Upon receipt and approval of the request mentioned above, the LDSS can submit applicable expenses for reimbursement "at the same rate in effect for all other administrative costs at the time of the expenditure"



## **Reimbursement of Legal Expenditures (continued page 5)**

### **Non-Local/State Government Legal Costs For Civil Matters (continued)**

(VA Code 63.1-54.2) through LASER to the extent that funds are available. Generally, all costs shall be approved for reimbursement except for the following:

1. Approval will not be granted where the attorney for the Commonwealth or the county, or city attorney is available to represent the local board and such representation would be more efficient than the retention of outside counsel.
2. The VDSS shall not reimburse for any expenses for which payment was available through an insurance policy currently in force.
3. Approval will not be granted where the board seeks representation in order to undertake some action or defend a challenge to an action that is contrary to the regulations and policy of the State Board of Social Services.
4. Any reimbursement by the VDSS shall be pursuant to a reservation of rights that the state will recoup the money paid if willful, wanton and malicious conduct is proven.
5. No reimbursement shall be made by the VDSS for the defense of any personnel action taken by a local board against a local director if the local board fails to consult with the VDSS prior to taking the personnel action.



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84224	Admin LSCA - Blind Allocation - Elig	01-FEB-02
84225	Admin LSCA - Disabled Allocation - Elig	01-FEB-02
84226	Admin LSCA - S/L/H Allocation - Elig	01-FEB-02
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84229	Admin LSCA Staff Development - Blind Allocation - Elig	01-FEB-02
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***000 Unspecified***

Administrative Cost Codes entered by VDSS Division of Finance and/or allocated.



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### ***00001 80 / 20 Administration Summary Service / Eligibility***

Purpose: These general administrative expenditures must be allocated because they were incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved. They are classified under this cost code in LASER as an eligibility, service or joint expense.

Allocation results: Expenses from this pool are allocated to eligibility (831xx) and service (832xx) budget lines/cost codes. The reimbursement percentage for these is 80% Federal and/or State and 20% Local.

Budget considerations: Overspends from this cost pool should be entered into the pass-thru cost code 00204, Eligibility Pass-Thru, or cost code 84705, Service Pass-Thru.

Allocation basis: The Random Moment Sampling (RMS) program percentages and the LETS worker counts in LASER are used to determine the amounts to allocate to each program cost code. RMS percentages are updated quarterly. Worker counts are updated annually or as approved by VDSS/DHRM.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
#N/A	33333	00000XX	90001	000	NA	NA	NA	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***00004 Administration Staff Development Summary - Non-Title XX***

Purpose: These non-Title XX eligibility staff development administrative expenditures are generally the same as those reported in 00001 except they are related to staff development.

These general administrative staff development expenditures must be allocated because they were incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved. They are classified under this cost code in LASER as an eligibility expense. They are allocated to eligibility programs from this cost code pool to isolate training/staff development dollars that are used in the statewide cost allocation process.

Budget considerations: Overspends from this cost pool should be entered into the pass-thru cost code 00206.

Allocation results: Expenditures are allocated to the same budget line (831) and eligibility RMS programs as those allocated from cost code 00001, however, unique 831xx cost codes are impacted. The reimbursement percentage is the same as 00001 (80/20).

Allocation basis: The Random Moment Sampling (RMS) program percentages in LASER are used to determine the amounts to allocate to each program cost code. RMS percentages are updated quarterly. Joint expenditures applicable to this cost code are determined by each locality.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
#N/A	11111	00000XX	90004	000	NA	NA	NA	No	No	No	No	No

#### ***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs





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### ***00204 Admin Local Cost Summary Pass Thru***

Purpose: This cost code provides a means to receive eligibility only "pass-through" reimbursement from federal funds when budgets are exceeded as a result of the cost code 00001 eligibility allocation. Refer to cost code 84705 for pass-through explanations pertaining to service expenditures. These general administrative expenditures must be allocated because they were incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved.

Allocation results: Eligibility expenses from entered into this pool are allocated to eligibility (842xx) budget line/cost codes. The reimbursement percentage for these varies by program/cost code.

Allocation basis: The Random Moment Sampling (RMS) program percentages are used to determine the amounts to allocate to each program cost code. RMS percentages are updated quarterly. Joint expenditures applicable to this cost code are determined by each locality.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
#N/A	33333	00000XX	90204	000	NA	NA	NA	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



### ***00206 Admin Staff Development - Local Cost Summary - Pass Thru***

Purpose: This cost code provides a means to receive eligibility only "pass-through" reimbursement from federal funds when budgets are exceeded as a result of the cost code 00004 eligibility allocation.

These general administrative expenditures must be allocated because they were incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved.

Allocation results: Expenditures are allocated to the same budget line (842) and eligibility RMS programs as those allocated from cost code 00004, however, unique 842xx cost codes are impacted. The reimbursement percentage varies.

Allocation basis: The Random Moment Sampling (RMS) program percentages are used to determine the amounts to allocate to each program cost code. RMS percentages are updated quarterly. Joint expenditures applicable to this cost code are determined by each locality.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
#N/A	33333	00000XX	90206	000	NA	NA	NA	No	No	No	No	No

#### ***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***00336 Purchased Services Local***

This program is for information purposes only. It may be used by localities to report local non-reimbursable expenditures for various programs that are not state classified programs. Very few localities use this program. It is a tracking device for locally funded programs. This program is totally non-reimbursable and it has no budget line.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
#N/A	33333	00000XX	90336	000

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
0.00%	0.00%	100.00

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	Yes	No

***Reimbursable Examples:***

None

***Non-Reimbursable Examples:***

Local non-reimbursable expenditures for various programs



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### ***00630 Non-Matching Assistance***

Payments from all local dollars for fees and costs not allowed with matching funds.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<b>CFDA</b>	<b>Program</b>	<b>Grant</b>	<b>Project</b>	<b>Budget</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Case</b>	<b>Child</b>	<b>Adult</b>	<b>Recip</b>	<b>In-Res</b>
#N/A	66666	00000XX	90630	000	0.00%	0.00%	100.00	Yes	Yes	Yes	No	No

#### ***Reimbursable Examples:***

None

#### ***Non-Reimbursable Examples:***

Assistance payments from all local dollars for fees and costs not allowed with matching funds



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### ***21701 Nursing Facility Preadmission Screening***

Central Office Use Only -- Individuals who are Medicaid eligible or will be Medicaid eligible within 180 days of placement and who are seeking Medicaid coverage for nursing facility care must be screened to determine their need for the service (Code of Virginia, Section 32.1-330). Reference the Virginia Medicaid Nursing Home Preadmission Screening Manual for details on policies and procedures. Local agencies will receive a letter with an attached prescreening monthly report from the Department of Medical Assistance Services (DMAS). On the report, DMAS indicates that localities will be reimbursed \$23.25 per pre-admission screening. This is the federal share. VDSS will add \$7.75, the state share, to bring the total reimbursement to the local agency to \$31.00. Reimbursement for pre-admission screenings will also include the recipient's name so that the reimbursement can be traced to the screening. Payments to localities are entered in LASER by the Division of Finance based upon the interagency transfer of funds received from DMAS.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93778	49004	12007XX	90202	000	75.00%	25.00%	0.00%	Yes	No	No	No	No

#### ***Reimbursable Examples:***

Payments to localities entered in LASER by Division of  
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#### ***Non-Reimbursable Examples:***



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### ***21702 Assisted Living Facilities - Initial Full Assessment***

Central Office Use Only - Local agencies assess Auxiliary Grant clients to determine the level of care each client will require in an assisted living facility. The local agency providing the assessment will be reimbursed at the initial assessment rate of \$100 for a full assessment. See the Virginia Medicaid Assisted Living Services Manual for details on policies and procedures. Payments to localities are entered in LASER by the Division of Finance based upon the interagency transfer of funds received from the Department of Medical Assistance Services (DMAS).

***Account Segment:***

***Funding Split:***

***Count Requirement:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93778	49004	12007XX	90207	000	50.00%	50.00%	0.00%	Yes	No	No	No	No

***Reimbursable Examples:***

***Non-Reimbursable Examples:***

Payments to localities entered in LASER by Division of  
Financial Management



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### ***21703 Assisted Living Facilities - Initial Short Assessment***

Central Office Use Only - Local agencies assess Auxiliary Grant clients to determine the level of care each client will require in an assisted living facility. The local agency providing the assessment will be reimbursed at the initial assessment rate of \$25 for a short assessment. See the Virginia Medicaid Assisted Living Services Manual for details on policies and procedures. Payments to localities are entered in LASER by the Division of Finance based upon the interagency transfer of funds received from the Department of Medical Assistance Services (DMAS).

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93778	49004	12007XX	90208	000	0.00%	100.00	0.00%	Yes	No	No	No	No

#### ***Reimbursable Examples:***

Payments to localities entered in LASER by Division of  
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#### ***Non-Reimbursable Examples:***



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## ***21704 Guardianship Fees - Admin***

Reimbursable Costs of Guardianship Proceedings - costs associated with petitioning the court for appointment of a guardian for a Medicaid applicant who is unable to apply for himself/herself.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93778	49004	12008XX	90068	000	50.00%	50.00%	0.00%	No	No	No	No	No

### ***Reimbursable Examples:***

Evaluation

### ***Non-Reimbursable Examples:***

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs

Guardian ad litem legal fees

Attorney legal fees

Court filing fees

Other costs (must be itemized)





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### ***50501 Network 2000 Project Site Wiring***

Expenditures must be approved by Division of Information Services (DIS)

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	47902	04501XX	90057	000	0.00%	100.00	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Expenditures approved by Division of Information Services (DIS)

#### ***Non-Reimbursable Examples:***

Expenditures not approved by DIS



## ***018 Food Stamp Reinvestment Plan I-2R***

Award money given to local agencies whose error rate was under 6%

This money is a reinvestment activity that was approved by USDA to purchase equipment, fund enhancements to existing programs such as case readings, call centers and project recall. It may also be used to reward employees or other activities specifically related to the Food Stamp program such as upgrading equipment or software, providing additional overtime for case reviews or training. The LDSS must obtain approval from their Local Board/Governing Body prior to using Food Stamp Reinvestment Award money for cash awards, gift certificates, etc.

The award must be spent by February 28, 2002 and reimbursement requested in LASER by March 14, 2002.



### ***31814 Food Stamp Reinvestment***

Food Stamp Reinvestment for designated localities. Food Stamp Reinvestment is sanction money that is owed to the US Dept of Agriculture (USDA). USDA let VDSS reinvest it for activities approved by the federal agency for payment accuracy initiatives.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
#N/A	45102	00000XX	40851	018	0.00%	100.00	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Call Center

Case Monitor

Case Reader, Case Reader Overtime

Data Collection, Payment Accuracy Analyst

Monitoring System

Operation Callback

Project Recall

Refresher Training

Workshop

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



### ***318 Food Stamp Reinvestment***

The agencies that qualified for this fund were the top 12 that together carried 40% of the state caseload.

Food Stamp Reinvestment is sanction money that is owed to the US Dept of Agriculture (USDA). USDA let VDSS reinvest it for activities approved by the federal agency for payment accuracy initiatives.



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### ***31810 Food Stamp Reinvestment***

Food Stamp Reinvestment for designated localities. Food Stamp Reinvestment is sanction money that is owed to the US Dept of Agriculture (USDA). USDA let VDSS reinvest it for activities approved by the federal agency for payment accuracy initiatives.

For additional information regarding Salary Reimbursement, Time-Reporting, and/or the Indirect/Direct Treatment of Salary Costs and RMS, please refer to the appropriate section in the introduction.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
#N/A	45102	00000XX	40851	318	0.00%	100.00	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Call Center

Case Monitor

Case Reader, Case Reader Overtime

Data Collection, Payment Accuracy Analyst

Monitoring System

Operation Callback

Project Recall

Refresher Training

Workshop

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



## ***804 Auxiliary Grants***

Budget allocation based on projected program expenditures; federal maintenance of effort mandate.

An auxiliary grant is a supplement to income for recipients of Supplemental Security Income (SSI) and certain other aged, blind, or disabled individuals residing in a licensed assisted living facility or an approved adult foster care home. This is assistance available from local departments of social services to ensure that recipients are able to maintain a standard of living that meets a basic level of need.

Before being admitted to an assisted living facility or an adult foster care home, an individual is assessed by the local department of social services to determine eligibility and level of care. Other service options, such as the provision of home- and community-based care services or nursing facility placement, are explored. The Auxiliary Grant Program is specifically for individuals who reside in an assisted living facility licensed by the Virginia Department of Social Services' Division of Licensing Programs or in an adult foster care home approved by the local department of social services. Not all assisted living facilities accept auxiliary grant recipients.

The Auxiliary Grant Program is a state (80 percent) and locally (20 percent) funded financial assistance program administered by the Virginia Department of Social Services. Its purpose is to provide supplemental income for an SSI recipient or an adult who would be eligible for SSI except for excess income who resides in an assisted living facility or adult foster care home. The maximum rate is determined by the Virginia General Assembly and is adjusted periodically.



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### ***80401 Adult Foster Care - Blind***

Financial assistance for blind individuals in adult foster care homes through the Auxiliary Grants Program.  
Adult

Foster Care programs are also a part of the Auxiliary Grant program but tracked separately in LASER based on the type of facility. LASER Cost Codes 80404, 80405 and 80406 are for clients in licensed assisted living facilities versus LASER Cost Codes 80401, 80402 and 80403 being for clients in an adult foster care home, approved by the local department of social services, with 3 or fewer clients.

#### ***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
#N/A	46103	82102XX	90615	804

#### ***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
0.00%	80.00%	20.00%

#### ***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
Yes	No	Yes	No	No

#### ***Reimbursable Examples:***

Auxiliary grant payments for blind recipients in approved adult foster care homes

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error



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### ***80402 Adult Foster Care - Aged***

Financial assistance for elderly individuals in adult foster care homes through the Auxiliary Grants Program. Adult Foster Care programs are also a part of the Auxiliary Grant program but tracked separately in LASER based on the type of facility. LASER Cost Codes 80404, 80405 and 80406 are for clients in licensed assisted living facilities versus LASER Cost Codes 80401, 80402 and 80403 being for clients in an adult foster care home, approved by the local department of social services, with 3 or fewer clients.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46103	82101XX	90613	804	0.00%	80.00%	20.00%	Yes	No	Yes	No	No

#### ***Reimbursable Examples:***

Auxiliary grant payments for aged recipients in approved adult foster care homes

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error





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### ***80403 Adult Foster Care - Disabled***

Financial assistance for disabled individuals in adult foster care homes through the Auxiliary Grants Program. Adult Foster Care programs are also a part of the Auxiliary Grant program but tracked separately in LASER based on the type of facility. LASER Cost Codes 80404, 80405 and 80406 are for clients in licensed assisted living facilities versus LASER Cost Codes 80401, 80402 and 80403 being for clients in an adult foster care home, approved by the local department of social services, with 3 or fewer clients.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46103	82103XX	90614	804	0.00%	80.00%	20.00%	Yes	No	Yes	No	No

#### ***Reimbursable Examples:***

Auxiliary grant payments for disabled recipients in approved adult foster care homes

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error



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### ***80404 Assisted Living Facilities - Aged Assistance***

This program is used to report payments made for recipients who are in licensed assisted living facilities, are usually SSI recipients or would be recipients and are receiving Auxiliary Grant (AG) benefits. An AG is a supplement to income for recipients of SSI (Supplemental Security Income) and certain other aged, blind, or disabled individuals residing in a licensed ALF (assisted living facility) and approved adult foster care homes. This is assistance available from local departments of social services to ensure that recipients are able to maintain a standard of living that meets a basic level of need.

#### ***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
#N/A	46103	80201XX	90610	804

#### ***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
0.00%	80.00%	20.00%

#### ***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
Yes	No	Yes	No	No

#### ***Reimbursable Examples:***

Recipients who are receiving AG (Aged) benefits in an assisted living facility

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error



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### ***80405 Assisted Living Facilities - Blind Assistance***

This program is used to report payments made for recipients who are in licensed assisted living facilities, are usually SSI recipients or would be recipients and are receiving Auxiliary Grant (AG) benefits. An AG is a supplement to income for recipients of SSI (Supplemental Security Income) and certain other aged, blind, or disabled individuals residing in a licensed ALF (assisted living facility) and approved adult foster care homes. This is assistance available from local departments of social services to ensure that recipients are able to maintain a standard of living that meets a basic level of need.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46103	80202XX	90612	804	0.00%	80.00%	20.00%	Yes	No	Yes	No	No

#### ***Reimbursable Examples:***

Recipients who are receiving AG (Blind) benefits in a licensed assisted living facility

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error



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### ***80406 Assisted Living Facilities - Disabled Assistance***

This program is used to report payments made for recipients who are in licensed assisted living facilities, are usually SSI recipients or would be recipients and are receiving Auxiliary Grant (AG) benefits. An AG is a supplement to income for recipients of SSI (Supplemental Security Income) and certain other aged, blind, or disabled individuals residing in a licensed ALF (assisted living facility) and approved adult foster care homes. This is assistance available from local departments of social services to ensure that recipients are able to maintain a standard of living that meets a basic level of need.

#### ***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
#N/A	46103	80203XX	90611	804

#### ***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
0.00%	80.00%	20.00%

#### ***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
Yes	No	Yes	No	No

#### ***Reimbursable Examples:***

Recipients who are receiving AG (Disabled) benefits in a licensed assisted living facility

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error



## ***808 TANF Manual Checks***

Budget allocation based on local agency requests.

Virginia's TANF (Temporary Assistance for Needy Families) program, authorized by the PRWORA (Personal Responsibility and Work Opportunity Reconciliation Act) of 1996, replaced the AFDC (Aid to Families with Dependent Children) program. PRWORA created a block grant program that gives states considerable flexibility in designing and administering assistance programs. The TANF program was designed to reform the nation's welfare system by moving recipients into work, developing the personal responsibility of recipients, and turning welfare into a program of temporary assistance.

Eligible families receive a monthly cash payment to meet their basic needs. To be eligible, a family must be financially needy and must meet certain requirements. Budget Line 808 only includes manual checks written by localities. All other payments are generated through the ADAPT system and are not included in the local budgeting and reimbursement process.



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### ***80801 Temporary Assistance to Needy Families (TANF)***

The purpose of TANF is to: provide financial assistance to needy families so that the children may be cared for in their homes or in the homes of relatives; end the dependency of needy families on government benefits by promoting job preparation, work, and marriage; prevent and reduce the incident of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and encourage the formation and maintenance of two-parent families. This program is also used to report cash refunds collected on TANF overpayments.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93558	45201	04001XX	90603	808

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
51.45%	48.55%	0.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
Yes	Yes	Yes	No	No

***Reimbursable Examples:***

Manual checks to provide financial assistance to needy families

Cash refunds

***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error



## ***810 TANF Emergency Assistance***

Budget allocation based on projected program expenditures.

Under certain conditions, federal regulations permit the use of TANF funds to provide emergency assistance to destitute families with children who may or may not meet the eligibility factors of deprivation of parental support. Assistance must be authorized during a period not to exceed thirty consecutive days within any twelve consecutive months. The emergency assistance component is available to applicants and recipients who have a housing emergency caused by: fire or natural disaster which has destroyed items necessary for maintaining the household or home itself; a total loss of family earnings when such loss occurred within a period not to exceed one month prior to application and the loss is due to a severe weather condition, or a reduction in labor force caused by an energy shortage.



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### ***81001 Emergency Assistance TANF***

Federal regulations permit the use of TANF funds to provide emergency assistance to destitute families with children who may or may not meet the eligibility factors of deprivation of parental support. Assistance must be authorized during a period not to exceed thirty consecutive days within any twelve months. The emergency assistance component is available to applicants and recipients who have a housing emergency caused by fire or disaster.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	45201	04301XX	90601	810	51.45%	48.55%	0.00%	Yes	Yes	Yes	No	No

#### ***Reimbursable Examples:***

Clothing

Food

Household appliances

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error





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## ***81002 Emergency Assistance Other Needy Families***

Emergency Assistance to families who are not currently recipients of TANF maintenance assistance may be applied toward needs created by a fire, natural disaster, or severe weather conditions and/or reduction in the labor force caused by energy shortage.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	45201	04301XX	90602	810	51.45%	48.55%	0.00%	Yes	Yes	Yes	No	No

### ***Reimbursable Examples:***

Clothing

Food

Household appliances

Moving/storage expenses

Shelter

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error



## ***811 IV-E (AFDC) Foster Care***

Budget allocation based on projected program expenditures; federal mandate.

IVE pays for maintenance, day care, and visitation related transportation for IVE eligible children. The goal of the program is to provide services to enable the child to return to his or her home or to find another permanent home for the child. Foster care is intended as a temporary response to difficulties in the family situation, not a long-term solution to family difficulties. IV-E case records must document initial and current eligibility in the following areas:

**AFDC ELIGIBILITY:** Child meets financial and categorical criteria of the old AFDC program. This includes documentation of income and resources, age, relationship to the person from whose home the child was removed, and deprivation of parental support or care. TANF eligibility alone is not sufficient for meeting AFDC eligibility.

**REMOVAL:** Initial court order(s) state that it is contrary to the welfare of the child to remain in the home (or is in the best interest of the child to be removed or there is no less drastic alternative than removal) and that reasonable efforts have been made to prevent removal. In a voluntary placement with no court order, there is an entrustment agreement, or an agreement between the parents and the local board or other public agency designated by the Community Policy and Management Team where legal custody remains with the parent(s).

These agreements must be signed by all parties and must be approved by the court within 180 days of placement. The court orders approving these agreements must indicate the placements are in the child(ren)'s best interest and that reasonable efforts have been made to prevent the child(ren)'s placement into foster care.

**ON-GOING JUDICIAL DETERMINATION:** Verification of court determination that reasonable efforts have been made to finalize a permanency plan within 12 months of the disposition hearing, but no later than 14 months from placement, and where applicable, at least every 12 months thereafter.

**PLACEMENT IN LICENSED OR AGENCY APPROVED HOME:** Child is placed in a facility or foster home that is fully licensed or agency approved as meeting standards.



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### ***81101 AFDC Foster Care Non-Entrusted***

The AFDC Foster Care program is intended to provide maintenance and care for children, otherwise eligible for AFDC as in effect on July 16, 1996. Children eligible for Title IV-E funds include those committed or entrusted to the local board or private child placing agency,

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93658	45301	11002XX	90605	811	51.85%	48.15%	0.00%	Yes	Yes	No	No	Yes

#### ***Reimbursable Examples:***

Room and board

Clothing

Personal care items, recreation, and reading

Spending allowance

Payments made to therapeutic foster care parents providing care for public agencies which operate therapeutic foster care programs

Payments made to therapeutic foster care parents providing care for private non-profit child placing agencies which operate therapeutic foster care programs

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error

Additional special needs payments to regular foster parents who are not part of a designated therapeutic/treatment program



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### ***81102 AFDC Foster Care Entrusted***

The AFDC Foster Care program is intended to provide maintenance and care for children, otherwise eligible for AFDC as in effect on July 16, 1996. Children eligible for Title IVE funds include those entrusted to the local board or private child placing agency, and those placed through an agreement between the parents and the local board or other public agency designated by the Community Policy and Management Team where legal custody remains with the parent(s). Entrustments, and agreements where legal custody remains with the parent(s), must be approved by the court within 180 days of the child(ren)'s placement. The court orders approving these agreements must indicate the placements are in the child(ren)'s best interest and that reasonable efforts have been made to prevent the child(ren)'s placement into foster care. A child will be screened for AFDC-FC eligibility if he/she was under entrustment to the local agency as of January 1, 1982 or thereafter.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93658	45301	11102XX	90604	811	51.85%	48.15%	0.00%	Yes	Yes	No	No	Yes

#### ***Reimbursable Examples:***

Room and board

Clothing

Personal care items, recreation, and reading

Spending allowance

Payments made to therapeutic foster care parents providing care for public agencies which operate therapeutic foster care programs

Payments made to therapeutic foster care parents providing care for private non-profit child placing agencies which operate therapeutic foster care programs

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error

Additional special needs payments to regular foster parents who are not part of a designated therapeutic/treatment program



### ***81103 IV-E Foster Care Transportation - Entrusted***

Funds used to purchase transportation for the child to the child's home for visitation, transportation costs (reasonable) for the child for visits at locations other than the child's home, and transportation costs for the child for visits with siblings and other relatives or caretakers.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93658	45301	11102XX	90632	811

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
51.85%	48.15%	0.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	Yes	No

***Reimbursable Examples:***

IV-E covers transportation for visitation

***Non-Reimbursable Examples:***

Funds may not be used to transport a child to school or extracurricular activities, pre-placement visits, or foster family trips, or for foster parents to attend meetings except paid for out of the child's maintenance payment.

Funds may not be used to pay transportation for staff accompanying children on visits nor to transport relatives or agency staff for visitation.

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error



### ***81104 IV-E Foster Care Transportation - Non Entrusted***

Funds used to purchase transportation for the child to the child's home for visitation, transportation costs (reasonable) for the child for visits at locations other than the child's home, and transportation costs for the child for visits with siblings and other relatives or caretakers.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93658	45301	11002XX	90633	811	51.85%	48.15%	0.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

IV-E covers transportation for visitation

#### ***Non-Reimbursable Examples:***

Funds may not be used to transport a child to school or extracurricular activities, pre-placement visits, or foster family trips, or for foster parents to attend meetings except paid for out of the child's maintenance payment.

Funds may not be used to pay transportation for staff accompanying children on visits nor to transport relatives or agency staff for visitation.

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error



### ***81105 IV-E Foster Care Day Care - Entrusted***

Funds may be used to provide child care during those hours when the foster parent works and the child is not in school, the foster parent attends an administrative/judicial review for the child, or when the foster parent is required to attend foster parent training. Funds may also be used for child care when the foster parent is involved in an activity that would be considered beyond the scope of normal parental duties. To be charged to IV-E, child care must be provided in a licensed center or agency approved home.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93658	45301	11102XX	90634	811	51.85%	48.15%	0.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

Child Care

#### ***Non-Reimbursable Examples:***

Funds may not be used to pay for child care when the foster parent provides for his or her own foster child

Funds may not be used to pay for child care during a foster parents illness

Funds may not be used to pay for child care when the child is in respite care

Funds may not be used to pay for child care for school conferences

Funds may not be used for informal or episodic baby sitting

Funds may not be used when the purpose of the child care is to enhance social skills, peer relationships or is considered therapeutic child care



### ***81106 IV-E Foster Care Day Care - Non Entrusted***

Funds may be used to provide child care during those hours when the foster parent works and the child is not in school, the foster parent attends an administrative/judicial review for the child, or when the foster parent is required to attend foster parent training. Funds may also be used for child care when the foster parent is involved in an activity that would be considered beyond the scope of normal parental duties. To be charged to IV-E, child day care must be in a licensed center or agency approved home.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93658	45301	11002XX	90635	811	51.85%	48.15%	0.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

Child Care

#### ***Non-Reimbursable Examples:***

Funds may not be used to pay for child care when the foster parent provides for his or her own foster child

Funds may not be used to pay for child care during a foster parents illness

Funds may not be used to pay for child care when the child is in respite care

Funds may not be used to pay for child care for school conferences

Funds may not be used for informal or episodic baby sitting

Funds may not be used when the purpose of the child care is to enhance social skills, peer relationships or is considered therapeutic child care





## ***812 IV-E Adoption Subsidy***

Budget allocation based on projected program expenditures; federal mandate.

IV-E adoption assistance payments assist the adoptive family with the cost of maintenance. They also reimburse the adoptive parents for the non-recurring expenses of finalizing the adoption.

To be eligible for IV-E adoption assistance, the child must meet eligibility requirements of AFDC as it was in effect July 16, 1996, Title IV-E foster care, or eligibility for SSI.

Payments may begin as soon as there is a signed Adoptive Home Placement Agreement and Adoption Assistance Agreement.



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### ***81201 Subsidized Adoption Assistance***

A means of providing a payment for daily living (maintenance) expenses to adoptive families on behalf of children who meet eligibility requirements for AFDC, Title IV-E foster care, or SSI and who meet the definition of a "special needs child". A special needs child is one who: 1) has all parental rights terminated; 2) has an individual characteristic that makes the child hard to place; and, 3) has had reasonable efforts made to first place the child without subsidy.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93659	45303	11202XX	90606	812

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
51.85%	48.15%	0.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
Yes	Yes	No	No	Yes

***Reimbursable Examples:***

Maintenance (room and board)

***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error

Ongoing services



### ***81202 Non-Recurring IV-E Adoption Assistance***

This program includes fees of adoption agencies, transportation and other expenses incurred by adoptive parents related to placement of the child, court costs related to filing and adoption petition, and attorney fees directly related to finalizing the adoption. This category contains federal and state dollars and is used to defray costs of adopting a special needs child eligible for both IV-E and Non IV-E funds. Adoptive parents may be reimbursed for these expenses or a provider of any of these services may be paid directly.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93659	45303	11204XX	90627	812	50.00%	50.00%	0.00%	Yes	Yes	No	No	No

#### ***Reimbursable Examples:***

Attorney fees directly related to the finalization of the adoption, not to exceed reasonable and customary fees

Transportation and other expenses incurred by adoptive parents related to placement of the child. Expenses may be paid for more than one visit

Court costs related to filing an adoption petition

Reasonable and necessary fees of adoption child placing agencies, not to exceed a reasonable rate set by the Department of Social Services

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error



## ***813 General Relief***

Budget allocation based on percent share of projected program expenditures up to maximum state appropriation.

The GR (General Relief) program is a locally optional program designed to provide maintenance or emergency assistance that cannot be provided through other means. The GR program is financed through state and local funding. Components of a GR plan may include assistance for medical or dental services and burial expenses. The local GR plan is developed by the local department of social services to meet the identified needs of each individual community.



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## ***81301 General Relief***

The GR (General Relief) program is a locally optional program designed to provide maintenance or emergency assistance that cannot be provided through other means. Maintenance includes assistance for unemployed employable individuals, assistance for unemployable individuals, institutional care, interim assistance and assistance for unattached children. Emergency (short-term) assistance includes food credit authorization assistance, rent/house payments, utilities, assistance to SSI recipients and transient assistance. The GR program is financed through state and local funding. Components of a GR plan may include assistance for medical or dental services and burial expenses. The local GR plan is developed by the local department of social services to meet the identified needs of each individual community. Each agency specifies in its General Relief Plan the maximum amount of assistance that will be provided for each component chosen to be offered.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
#N/A	45203	80302XX	90609	813	0.00%	62.50%	37.50%	Yes	Yes	Yes	No	No

### ***Reimbursable Examples:***

Clothing Assistance - \$500/month maximum

Emergency and Ongoing Medical Assistance - \$500/month maximum

Burial Expense - \$500/month maximum

Shelter Assistance - \$500/month maximum

Transient Assistance - \$500/month maximum

Assistance to SSI Recipients - \$500/month maximum

Institutional care - \$700/month maximum

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error



## ***817 Special Needs Adoption***

Budget allocation based on projected program expenditures; state mandate and contractual obligation.

Many children in need of adoption services have special needs that make them difficult to place. For children who are not eligible for services under Title IV-E, the state offers adoption assistance payments to help with the cost of daily living, medical care, and rehabilitation services.

Payments may begin as soon as there is a signed Adoptive Home Placement Agreement and Adoption Assistance Agreement.



## ***81701 Special Needs Adoption - Purchase of Services***

Special needs adoption-purchase of services is a means of providing a money payment to adoptive parents on behalf of a child with special needs who requires services outside of the usual living (maintenance) expenses. There is no limit on such payments. These payments are based on the needs of the child and cases are assessed and negotiated on an individual basis.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
#N/A	45303	81601XX	90648	817	0.00%	100.00	0.00%	Yes	Yes	No	No	Yes

### ***Reimbursable Examples:***

Medical, surgical, and non-routine dental services

Equipment such as prosthetics, braces, crutches, hearing aids, and eyeglasses, that is necessary due to the individual characteristic that made the child hard to place for adoption

Individual tutoring or remedial educational sessions, books or equipment

Psychological and psychiatric evaluations and treatment

Speech, physical, and occupational therapy

Premiums for a major medical insurance policy for a child, if the child is not covered by a family policy

Special services provided directly to the child by the adoptive parents. These are services provided by the parent to meet the special needs of a child.

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error



### ***81702 Special Needs Adoption - Maintenance***

Means of providing a payment for daily living expenses to adoptive families on behalf of children who do not meet eligibility requirements for Title IV-E foster care but who have individual characteristics (special needs) that make it difficult to find adoptive homes for them. A special needs child is any child in the custody of an agency or child-placing agency who is free for adoption, but unlikely to be adopted within a reasonable time due to one or more of the following conditions including, but not limited to: physical, mental, or emotional condition existing before legal adoption; hereditary tendency, congenital problem or birth injury that could lead to a future disability; is six years of age or older; is a member of a minority or mixed racial heritage; is a member of a sibling group that should not be separated; and has significant emotional ties with foster parents with whom the child has resided for at least 12 months; when the adoption is in the best interest of the child and when the subsidy is necessary to consummate the adoption.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	45303	81601XX	90647	817	0.00%	100.00	0.00%	Yes	Yes	No	No	Yes

#### ***Reimbursable Examples:***

Maintenance (room and board)

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error





## ***819 Refugee Resettlement***

Budget allocation based on local agency requests.

The Refugee Resettlement Program provides cash and medical assistance to assist in the successful social integration of refugees into Virginia's communities as soon as possible after their arrival in the U.S: with an emphasis on the attainment of the earliest durable economic self-sufficiency for refugees and their families. The duration of eligibility for Refugee Resettlement assistance is eight months from the date of arrival.

The program is carried out under the authority of Title IV, Chapter 2, of the Immigration and Naturalization Act, born out of the Refugee Act of 1980.

The ONS (Office of Newcomer Services) is responsible for the overall administration of Virginia's refugee resettlement program. Refugees are men, women, and children from all parts of the world who are forced to flee their homelands because of wars, armed conflicts, and/or gross violations of human rights. They have faced persecution because of their race, religion, and/or political opinion.



## ***81901 Refugee Other Assistance***

This program provides cash and medical assistance to individuals who meet the definition of a refugee and have resided in the United States for less than a specified time. These individuals have been deemed ineligible for all federal assistance programs (such as TANF and TANF-UP) before being determined eligible for refugee benefits under RCA (Refugee Cash Assistance) and RMA (Refugee Medical Assistance). The Virginia Refugee Resettlement Manual currently in use refers to "Refugee Other" to denote cash assistance payments and "Refugee Medicaid Other" to denote payments for refugee medical services. In order to be consistent with the reporting terminology used for these programs at both the federal and State level, hereinafter each of these benefit programs specific to refugees will be referred to as RCA and RMA. The duration of eligibility for Refugee Other Assistance is eight months from the date of arrival.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93566	45204	05003XX	90623	819	100.00%	0.00%	0.00%	Yes	Yes	No	No	No

### ***Reimbursable Examples:***

Cash and medical assistance to refugees

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error



## ***820 Adoption Incentive***

Budget allocation based on approved formulas.

The Adoption and Safe Families Act of 1997 authorizes adoption bonuses for states that increase the number of foster care children who are adopted. To draw down these federal funds, Virginia had to establish preliminary baseline data on the number of adoptions for fiscal year 1997. The baseline was determined by averaging the number of children leaving care through adoption for fiscal years 1995, 1996, and 1997.

Virginia's 1997 baseline was 298 children. Virginia showed an increase in the number of children adopted in 1999 over the 1997 baseline. Adoption Incentive Funds have been awarded to agencies that increased their adoptions in 1999. Budget line 820 has been established in LASER to record expenditures of adoption incentive funds. These funds may be used to pay for services for children with the goal of adoption or funds may be used to pay for adoption staff. If the funds are used to pay for staff, the staff must be dedicated adoption workers.



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### ***82001 Adoption Incentive***

The Adoption and Safe Families Act of 1997 authorizes adoption bonuses for states that increase the number of foster care children who are adopted. The Department is committed to the philosophy of permanency planning and to achieving the goal of adoption for all children in foster care who have the goal of adoption. The vast majority of these children are older; members of minority races; have siblings with whom they need to be placed; and have physical, mental, and emotional disabilities.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93603	45303	11301XX	90651	820	100.00%	0.00%	0.00%	Yes	Yes	No	No	No

#### ***Reimbursable Examples:***

Adoption services

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error



## ***824 Other Purchased Services***

Budget allocation based on previous state fiscal year allocations.

Other purchased services include Adult Protective Services (APS), Adult Services, and Child Protective Services (CPS). APS investigates reports of abuse, neglect, and exploitation of adults over 60 years of age and of adults aged 18 to 60 with a disability. APS and CPS offer a specialized continuum of services for adults and children. The focus of services is on identification and assessment in an effort to protect adults and children, preserve families, and prevent further maltreatment.

Local departments of social services are responsible for receiving reports of abuse and neglect; conducting investigations to determine the validity of the reports; and providing services that enhance safety and prevent further abuse and neglect. Adult Services may include the provision of case management, home-based care, transportation, adult day care, nutrition services, placement services, and other activities to aid adults.



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## 82401 Adult Protective Services

Protective services to adults consist of the receipt and prompt investigation of reports of abuse, neglect, or exploitation of adults and of reports that adults are at risk of abuse, neglect, or exploitation. It also includes assessing service needs, determining whether the subject of the report is in need of protective services, documenting the need for protective services, specifying what services are needed, and providing or arranging for service delivery. A range of services must be made available to any abused, neglected, or exploited adult or to adults at risk of abuse, neglect, or exploitation to protect the adult and to prevent any future maltreatment.

### *Account Segment:*

<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>
93667	49004	10001XX	90312	824

### *Funding Split:*

<i>Federal</i>	<i>State</i>	<i>Local</i>
80.00%	0.00%	20.00%

### *Count Requirement:*

<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
No	No	No	Yes	No

### *Reimbursable Examples:*

Home based services

Temporary out-of-home accommodations for elders and incapacitated adults who are unsafe at home

Re-connection of utilities

Food and other essential goods when financial abuse has left the adult without resources

Other service needs identified in the adult protective services plan

### *Non-Reimbursable Examples:*

Payments that are in excess of budget allocations

Payments made to unapproved vendors



## ***82402 Child Protective Services***

Protective services is a specialized continuum of casework services to abused, neglected or exploited children. The focus of the services is identification, assessment and service provision in an effort to protect children, preserve families, whenever possible, and prevent further maltreatment. Child protective services is non-punitive in its approach and is directed toward enabling families to provide adequate care and nurture for their children. The local department may provide CPS services either directly or by purchase, without regard to income for a child, parent or guardian, and alleged abuser or neglecter when the local department documents that other resources are not available to cover the cost of service. All service needs must be documented in the Service Plan that includes these services to prevent further child abuse or neglect or to prevent placement of the child outside of the family. Services may include the purchase of emergency shelter until more permanent arrangements can be made. They may also include the purchase of items such as clothing, food, utilities or rent when no other resources are available and a lack of these needs becomes life threatening or may result in institutionalization.

### ***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93667	49004	10001XX	90313	824

### ***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
80.00%	0.00%	20.00%

### ***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	Yes	No

### ***Reimbursable Examples:***

Clothing, food, utilities or rent

Emergency shelter for children

Medical care, Remedial care, and Evaluation treatment components

Emergency shelter for families

Emergency needs

Day care

Counseling and treatment services

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***82403 Counseling and Treatment***

This includes the purchase of psychological, psychiatric, and therapeutic services not covered under Title XIX, Medicaid. Such services include evaluation and diagnosis of problems, development of treatment goals, strategies and counseling. Room and board may also be included.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93667	49004	10001XX	90314	824

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
80.00%	0.00%	20.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	Yes	No

***Reimbursable Examples:***

Evaluation and diagnosis

Development of treatment goals

Strategies and counseling

Room and board

***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors





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### ***82404 Day Care for Adults***

This program is used after all funds are expended in Cost Code 83302. Day Care for Adults provides funds for the purchase of adult day services from approved providers for a portion of a 24-hour day. Adult day services assess the needs of participants and offer services to meet those needs. Participants attend on a planned basis. Services include: personal supervision of the adult and activities that promote physical, and emotional well-being through socialization.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49004	10001XX	90315	824	80.00%	0.00%	20.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

Personal supervision of the adult

Activities that promote physical and emotional well-being through socialization

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***82405 Developmental Day Programs for Adults***

Developmental Day Programs for Adults are purchased from approved providers for a portion of a 24-hour day. These programs provide instruction and training for mentally retarded/developmentally disabled adults (age 18 and older) to help the individual function more independently.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93667	49004	10001XX	90316	824

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
80.00%	0.00%	20.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	Yes	No

***Reimbursable Examples:***

Instruction and training

***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***82406 Developmental Day Programs for Children***

This includes the purchase of developmental day care from approved providers. These programs provide stimulation, education, recreation, and socialization for mentally retarded/developmentally disabled, deaf, blind, and deaf-blind children (ages two through seventeen). The purpose of the service is to help the child function more independently. Such programs may be provided outside of usual school hours and/or during the summer. Allowable costs include transportation and registration fees.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93667	49004	10001XX	90317	824

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
80.00%	0.00%	20.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	Yes	No

***Reimbursable Examples:***

Transportation

Registration fees

***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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## ***82407 Drug Services***

This includes the purchase of counseling, medical/remedial services, pharmacological intervention, social, education and rehabilitative services for drug-addicted individuals.

### ***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93667	49004	10001XX	90318	824

### ***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
80.00%	0.00%	20.00%

### ***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	Yes	No

### ***Reimbursable Examples:***

Counseling

Medical and remedial services

Intervention

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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## ***82408 Education and Training***

This includes the purchase of formal or functional education and training. It is directed toward improving individual knowledge and skills. This service excludes education and training which has a guarantee of job placement or which is a requirement of employment since such activities fall under employment services.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49004	10001XX	90319	824	80.00%	0.00%	20.00%	No	No	No	Yes	No

### ***Reimbursable Examples:***

Education and training excluding a requirement for employment

### ***Non-Reimbursable Examples:***

Tutoring/Special Education for the handicapped which are the responsibility of the local/state school board cannot be paid out of SSBG funds.

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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## 82409 Employment

This includes the purchase of activities which assist individuals in retaining, regaining or securing employment and acquiring training or education leading to employment. This includes vocational evaluation, vocational training, and supportive services for sheltered employees of a sheltered workshop. Room and board may also be included. Employment purchased services include day care, transportation, counseling, medical and dental care, emergency intervention, and education and training.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49004	10001XX	90320	824	80.00%	0.00%	20.00%	No	No	No	Yes	No

### *Reimbursable Examples:*

Room and Board

Child Day Care

Transportation

Counseling

Medical and Dental Care

Emergency intervention

Education and training

### *Non-Reimbursable Examples:*

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***82410 Family and Personal Adjustment Counseling***

This includes the purchase of guidance, consultation and problem solving in a helping professional relationship. It is related to family and personal adjustment problems, values clarification, personal effectiveness, and other areas of counseling exclusive of counseling related to other discrete services.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49004	10001XX	90321	824	80.00%	0.00%	20.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

Guidance

Consultation

Problem solving

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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## ***82411 Family Planning***

This includes the purchase of specific information, counseling, education and medical services to help an individual limit his/her family size or space his/her children. Medical services, if unavailable from Title XIX, include physical examination, laboratory tests, provision of contraceptive devices, and sterilization services. Supportive services may include child care and transportation.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49004	10001XX	90322	824	80.00%	0.00%	20.00%	No	No	No	Yes	No

### ***Reimbursable Examples:***

Medical services not available from Title XIX

Physical examination

Laboratory tests

Provision of contraceptive devices

Sterilization services

May include child care and transportation

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors





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## ***82412 Foster Care for Adults***

This includes the purchase of supervision and special services in an approved foster home for an adult who has physical/mental health condition or emotional/behavioral problem. The adult must be incapable of independent living or unable to remain in his/her own home. The cost of room and board is not included.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49004	10001XX	90324	824	80.00%	0.00%	20.00%	No	No	No	Yes	No

### ***Reimbursable Examples:***

Adult foster care (supervision and special services)

### ***Non-Reimbursable Examples:***

Room and board

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***82413 Health Related Services***

This includes the purchase of instruction and assistance in preventive/restorative health measures. It may also include home health nursing services and physical, occupational or speech therapy.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49004	10001XX	90326	824	80.00%	0.00%	20.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

Preventive and restorative health measures

Therapy

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***82414 Home Based Chore (Block Grant)***

This program should be used after all the funds are expended in Cost Code 83301. Chore Services are the performance of non-routine, heavy home maintenance for clients unable to perform such tasks themselves. Chore services shall be provided only to persons living in an independent situation who are responsible for maintenance of their own home or apartment and have no one available to provide this service without cost.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49004	10001XX	90328	824	80.00%	0.00%	20.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

Yard maintenance

Painting

Chopping wood

Carrying wood and water

Snow removal

Minor repair work in the home

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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## ***82415 Housing***

This includes the purchase of assistance to individuals and families in acquiring or maintaining safe, healthful, affordable housing and obtaining necessary household furnishings. This may include minor housing modifications and repairs if client owns his/her own home and special modifications for the deaf and blind.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49004	10001XX	90329	824	80.00%	0.00%	20.00%	No	No	No	Yes	No

### ***Reimbursable Examples:***

Minor housing modifications and repairs if client owns his/her own home

Special modifications for the deaf and blind

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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## ***82416 Legal services***

This includes the purchase of legal assistance in civil matters to protect the client's rights and to prevent his/her exploitation. It does not include payment of a guardian or committee's fee. Payment cannot be made for commitment to a mental health or mental retardation facility.

### ***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93667	49004	10001XX	90330	824

### ***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
80.00%	0.00%	20.00%

### ***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	Yes	No

### ***Reimbursable Examples:***

Legal assistance to prevent exploitation

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors

Payments made to a mental health or mental retardation facility



## ***82417 Nutrition Related Services***

This includes the purchase of instruction and education about daily nutritional needs and the purchase of home delivered meals and congregate meals. An individual is not considered to be in need of home delivered or congregate meals if his/her meals are provided in a nursing home, institution, home for adults, or room and board situation or as a member of a family. An individual is not considered to be in need if his/her only cost is for purchasing raw food and has someone to prepare the meals at no charge. Vendors and transporters shall be in compliance with rules and regulations of the State Board of Health. Congregate meal sites shall also meet safety regulations as required by state and local fire regulations. Medical examinations for purposes of case planning are paid from administrative funds.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93667	49004	10001XX	90331	824	80.00%	0.00%	20.00%	No	No	No	Yes	No

### ***Reimbursable Examples:***

Educational fees for classes/courses related to nutrition

Home delivered meals for ill, aged, blind, and disabled homebound persons

Congregate meals for aged, blind, or disabled adult who: 1) is unable to shop or cook for himself; 2) lacks incentive or ability to prepare meals

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***82418 Prevention Services***

This service, aimed at prevention, includes the purchase of any service to stabilize the situation and prevent disruption of the family, provided that the need is documented in the case record. This service may include the purchase of emergency shelter until more permanent arrangements can be made. It may also include the purchase of items such as clothing, food, utilities or rent when no other resources are available and the lack of these services become life threatening or may result in institutionalization.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93667	49004	10001XX	90332	824

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
80.00%	0.00%	20.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	Yes	No

***Reimbursable Examples:***

Emergency shelter

Clothing, food, utilities and/or rent

***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***82419 Services to Specified Disabled Individuals***

This includes the purchase of coordinated and comprehensive services which assist the autistic, cerebral palsied, epileptic, mentally retarded, deaf or blind individuals.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93667	49004	10001XX	90333	824

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
80.00%	0.00%	20.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	Yes	No

***Reimbursable Examples:***

Respite care

Infant stimulation

Parent training

Training to maximize independence

Child stimulation and parent training

***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors





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## ***82420 Socialization and Recreation***

This includes the purchase of activities which provide opportunities for constructive social experiences and leisure time activities. This service is directed at improving individual functioning in personal and social communication, offering opportunities for self-expression, and minimizing isolation and monotony.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49004	10001XX	90334	824	80.00%	0.00%	20.00%	No	No	No	Yes	No

### ***Reimbursable Examples:***

Activities which provide opportunities for constructive social experiences

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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## 82421 Transportation

This includes the purchase of conveyance of individuals to and from needed community resources and facilities. Travel to and from work or for medical care payable under Title XIX (Medicaid) is not allowed under this service.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49004	10001XX	90335	824	80.00%	0.00%	20.00%	No	No	No	Yes	No

### *Reimbursable Examples:*

Transportation to and from needed community resources and facilities

### *Non-Reimbursable Examples:*

Payments that are in excess of budget allocations

Payments made to unapproved vendors

Travel to and from work

Travel to obtain medical care payable under Title XIX



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### ***82422 Home-Based Homemaker (Block Grant)***

After all funds are expended in Cost Code 83303, this program is utilized. Homemaker services are provided by an individual or agency provider who gives instruction in, or where appropriate, performs activities to maintain a household. The activities may include personal care, home management, household maintenance, nutrition, consumer education and hygiene education.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49004	10001XX	90337	824	80.00%	0.00%	20.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

Personal care

Home management

Household maintenance

Nutrition

Consumer education

Hygiene education

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***82423 Home-Based Companion (Block Grant)***

After all funds are expended in Cost Code 83304 this program is utilized. Companion services are performed by an individual or an agency provider who assists adults unable to care for themselves without assistance and where there is no one available to provide the needed services without cost. Services may include dressing, bathing, toileting, feeding, household and financial management, meal preparation and shopping. Companion services shall only be provided to an eligible adult who lives in his/her own home.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49004	10001XX	90338	824	80.00%	0.00%	20.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

Supervision

Shopping

Meal preparation

Bathing

Dressing

Toileting

Feeding

Transportation

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***82424 Adult Protective Services - Guardianship Fees***

Included in the SB408 of the 1997 session of the General Assembly is a requirement for an annual personal status report on the incapacitated person for whom a guardian has been appointed, the Annual Report of Guardian for an Incapacitated Person Form (Form CC-1644). Section 37.1-137.2 of the Code of Virginia requires that guardians complete this form and submit it annually to the local department of social services in the jurisdiction where the incapacitated person lives. Annual reports are to be filed by any guardian appointed beginning January 1, 1998. The legislation requires that the annual report, when filed, be accompanied by a filing fee of five dollars. Checks for filing fees should be made payable to the local department of social services.

***Account Segment:***

***Funding Split:***

***Count Requirement:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93667	49004	10001XX	90376	824	0.00%	100.00	0.00%	No	No	No	Yes	No

***Reimbursable Examples:***

***Non-Reimbursable Examples:***

Report all collected guardian annual reports filing fees as refunds to this program.



## ***829 Family Preservation SSBG***

Budget allocation based on approved formulas.

Family Preservation funds are allocated to each local social services agency annually to be used to keep at-risk children from entering the foster care system. The total amount of funds available to all localities is \$925,000 (federal Social Services Block Grant funds) which require a 20% match by the local social services agency. Thus, the total funds available to the local agencies are \$1,156,250, or an average of \$9,400 per agency. The scope of services which may be purchased ranges from hard services such as clothing, food, utilities, rent, or emergency shelter to social services such as intensive, home-based family therapy, individual and family counseling, parenting skills training, school dropout prevention, mentoring, and recreational programs for at risk youths and adolescents.



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### ***82904 Family Support Purchased Services (SSBG)***

Family Support Services are primarily for vulnerable families in which risk of placement is not immediate, who need additional support to improve parenting skills, home management skills and meet other needs to avoid their children becoming at risk. Funding may provide community-based preventive activities designed to alleviate stress and promote parental competencies and behaviors that will increase the ability of families to successfully nurture their children.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	45301	10001XX	90357	829	80.00%	0.00%	20.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

Services to alleviate stress and promote parental competencies and behaviors.

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***82905 Family Preservation Purchased Services (SSBG)***

Family Preservation Services are for families whose children have been identified as being at risk of out-of-home placement unless immediate services are provided to preserve the family. Funding may be used to help families alleviate crises that might lead to out-of-home placement of children, or to help maintain the safety of the children in their own homes.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	45301	10001XX	90358	829	80.00%	0.00%	20.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

Services to help families alleviate crisis that might lead to out-of-home placement

Services to maintain the safety of the children in the home

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors





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## ***82906 Family Support Admin (SSBG)***

Costs related to administering the Family Support services program. Family Support Services are primarily for vulnerable families who need additional support to improve parenting skills, home management skills, and meet other needs to avoid their children becoming at-risk.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	45301	10001XX	90036	829	80.00%	0.00%	20.00%	No	No	No	No	No

### ***Reimbursable Examples:***

Payroll

Fringe benefits

Travel costs

### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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## ***82907 Family Preservation Admin (SSBG)***

Costs related to administering the Family Preservation Services program. Family Preservation Services are for families whose children have been identified as being at-risk of out-of-home placement unless immediate services are provided to preserve the family.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93667	45301	10001XX	90037	829	80.00%	0.00%	20.00%	No	No	No	No	No

### ***Reimbursable Examples:***

Payroll

Fringe benefits

Travel costs

### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



## ***831 Eligibility Administration***

Budget allocation based on previous state fiscal year allocations, adjusted for salary increases; formula applies to new funds only.

Eligibility administration funds serve all low income citizens of the Commonwealth that meet federal and state guidelines for benefit programs. Funds are provided for administrative costs such as personnel, office space, supplies, equipment and travel that are related to the financial assistance programs including TANF, Food Stamps, and Medicaid. The eligibility administration funding formula applies to new funding only. Cost of living increases and salary study adjustments are not considered new funds. New funding, should it be appropriated, is allocated based on previous year's earned hours in accordance with workload standards (excluding general relief). If an agency has 10% of the state's total earned hours then they should receive 10% of the available funds. Over allocated localities will be held harmless or have their base reduced by an amount equal to 50% of their pass-through funds. Note: Over-allocated is defined in terms of funding equity not funding sufficiency.



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### ***83101 Admin Food Stamps - PA Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative expenditure amounts allocated to the Food Stamps - Public Assistance program.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
10561	46003	00101XX	90815	831	50.00%	30.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83102 Admin Food Stamps - Fraud Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative expenditure amounts allocated to the Food Stamps - Fraud program.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
10561	46003	00201XX	90822	831

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
50.00%	30.00%	20.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	No	No

***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83103 Admin Food Stamps - NPA Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative expenditure amounts allocated to the Food Stamps - Non-Public Assistance program.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
10561	46003	00101XX	90814	831	50.00%	30.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83104 Admin Food Stamps Issuance - Elig***

Issuance expenditures include the cost of payroll, fringe benefits, and operational expenses which are incurred in administering the Food Stamps program. Funds are provided for direct service delivery as well as administrative costs including personnel, supplies, travel, equipment, and rent. Reasonable and necessary food stamps issuance administrative expenditures that are in excess of budget line 831 allocations may be reported in cost code 84203, Admin Local Salary Cost - Food Stamp - Pass Thru.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
10561	46003	00102XX	90013	831	50.00%	30.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83105 Admin IV-E Foster Care Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative expenditure amounts allocated to the IV-E Foster Care program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93658	46003	11001XX	90813	831	50.00%	30.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs





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### ***83106 Admin Staff Development IV-E Foster Care Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00004. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative staff development expenditure amounts allocated to the IV-E Foster Care program.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93658	46003	11001XX	90829	831

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
50.00%	30.00%	20.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	No	No

***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83107 Admin Title XIX Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative expenditure amounts allocated to the Title XIX Medicaid program.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93778	46003	12001XX	90820	831	50.00%	30.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83108 Admin Staff Development Title XIX Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00004. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative staff development expenditure amounts allocated to the Title XIX Medicaid program.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93778	46003	12002XX	90836	831	50.00%	30.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83109 Admin TANF Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative expenditure amounts allocated to the TANF (Temporary Assistance for Needy Families) program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	46003	04402XX	90812	831	50.00%	30.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83110 Admin Aged Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative expenditure amounts allocated to the Auxiliary Grants - Aged program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46003	80201XX	90817	831	0.00%	80.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83111 Admin Staff Development Disabled Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00004. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative staff development expenditure amounts allocated to the Auxiliary Grants - Disabled program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46003	80203XX	90835	831	0.00%	80.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83112 Admin Blind Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative expenditure amounts allocated to the Auxiliary Grants - Blind program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46003	80202XX	90818	831	0.00%	80.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83113 Admin Disabled Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative expenditure amounts allocated to the Auxiliary Grants - Disabled program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<b>CFDA</b>	<b>Program</b>	<b>Grant</b>	<b>Project</b>	<b>Budget</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Case</b>	<b>Child</b>	<b>Adult</b>	<b>Recip</b>	<b>In-Res</b>
#N/A	46003	80203XX	90819	831	0.00%	80.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs





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### ***83114 Admin S/L/H Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative expenditure amounts allocated to the State/Local Hospitalization program.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
#N/A	46003	80601XX	90821	831	0.00%	80.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83115 Admin General Relief Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative expenditure amounts allocated to the General Relief program.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
#N/A	46003	80301XX	90816	831

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
0.00%	80.00%	20.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	No	No

***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83116 Admin Staff Development S/L/H Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00004. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative staff development expenditure amounts allocated to the State/Local Hospitalization program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46003	80601XX	90837	831	0.00%	80.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83117 Admin Staff Development Aged Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00004. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative staff development expenditure amounts allocated to the Auxiliary Grants - Aged program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46003	80201XX	90833	831	0.00%	80.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83118 Admin Staff Development Blind Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00004. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative staff development expenditure amounts allocated to the Auxiliary Grants - Blind program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46003	80202XX	90834	831	0.00%	80.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83119 Admin Staff Development General Relief Allocation Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00004. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative staff development expenditure amounts allocated to the General Relief program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46003	80301XX	90832	831	0.00%	80.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83120 Admin Staff Development TANF Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00004. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative staff development expenditure amounts allocated to the TANF (Temporary Assistance for Needy Families) program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	46003	04402XX	90828	831	50.00%	30.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83121 Admin Staff Development Food Stamp NPA Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00004. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative staff development expenditure amounts allocated to the Food Stamps Non-Public Assistance program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
10561	46003	00101XX	90830	831	50.00%	30.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs





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***83122 Admin Staff Development Food Stamp - PA Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00004. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative staff development expenditure amounts allocated to the Food Stamps Public Assistance program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
10561	46003	00101XX	90831	831	50.00%	30.00%	20.00%	No	No	No	No	No

***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83123 Admin Staff Development Food Stamp - Fraud Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00004. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative staff development expenditure amounts allocated to the Food Stamp - Fraud program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
10561	46003	00201XX	90838	831	50.00%	30.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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***83124 Admin Staff Development Refugee Other / GR Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00004. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative staff development expenditure amounts allocated to the Refugee Other - General Relief program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93566	46003	05001XX	90823	831	80.00%	0.00%	20.00%	No	No	No	No	No

***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83125 Admin Refugee Other / GR Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative expenditure amounts allocated to the Refugee Other - General Relief program.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93566	46003	05001XX	90807	831

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
80.00%	0.00%	20.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	No	No

***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83127 Admin Elig Refugee Med / Others - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative expenditure amounts allocated to the Refugee Medicaid - Other program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<b>CFDA</b>	<b>Program</b>	<b>Grant</b>	<b>Project</b>	<b>Budget</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Case</b>	<b>Child</b>	<b>Adult</b>	<b>Recip</b>	<b>In-Res</b>
93566	46003	05001XX	90811	831	80.00%	0.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83129 Admin Staff Development Refugee Med / Other***

Central Office Use Only - Allocated within LASER from Cost Code 00004. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility administrative staff development expenditure amounts allocated to the Refugee Medicaid - Other program.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93566	46003	05001XX	90827	831	80.00%	0.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs

### ***83130 Admin Medicaid - Computer Line***

**Account Segment:**

<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>
#N/A	46003	00000XX	90839	831

### *Funding Split:*

<i><b>Federal</b></i>	<i><b>State</b></i>	<i><b>Local</b></i>
0.00%	100.00	0.00%

**Count Requirement:**

	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
	No	No	No	No	No

### *Reimbursable Examples:*

### *Non-Reimbursable Examples:*



## ***832 Service Administration***

Budget allocation based on previous state fiscal year allocations, adjusted for salary increases; formula applies to new funds only.

Service administration funds serve all eligible individuals and families needing social services. Funds are provided for administrative costs such as personnel, office space, supplies, equipment, and travel that are related to the administration of the various service programs including Adoptions, Adult Services, Child Day Care, Child Protective Services and Foster Care/Family Preservation. The service administration funding formula applies to new funding only. Cost of living increases and salary study adjustments are not considered new funds. Allocations are based on two factors. CPS, APS, and Foster Care earned hours for the previous year in accordance with caseload standards will be weighted 67% (Workload Factor). The Food Stamp recipient count is weighted 33% (Need Factor). Over allocated localities will be held harmless or have their base reduced by an amount equal to 50% of their pass-through funds. Note: Over-allocated is defined in terms of funding equity not funding sufficiency.





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### ***83201 Admin IV-E Foster Care Allocation - Serv***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the service administrative expenditure amounts allocated to the IV-E Foster Care program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93658	49005	11001XX	90803	832	80.00%	0.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83202 Admin Title XX Allocation - Serv***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the service administrative expenditure amounts allocated to the Title XX (Social Services Block Grant) program.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93667	49005	10001XX	90801	832	80.00%	0.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83203 Admin Staff Development Title XX***

Title XX staff development is a program that provides service personnel training.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49005	10001XX	90005	832	80.00%	0.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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## ***83204 Admin Purchased Services***

Title XX funds provided for direct services, as well as administrative costs that are related to the delivery of social services.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49005	10001XX	90007	832	80.00%	0.00%	20.00%	No	No	No	No	No

### ***Reimbursable Examples:***

Personnel and operating costs associated with administering and directly delivering social service programs

### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

Services that are purchased locally from public or private service providers

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83205 Admin Training for Providers - Serv***

This program provides training for service providers under Title XX, Social Services Block Grant.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49005	10001XX	90006	832	80.00%	0.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Costs which are incurred in administering the service training programs

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83208 Admin Legal Services - Serv***

This cost code should be used for reimbursement of allowable legal costs incurred by LDSS or Local Boards related to civil matters when non-local/commonwealth legal assistance is used.

For additional information on the [Reimbursement of Legal Expenditures](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49005	10001XX	90010	832	80.00%	0.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Expenditures for attorney services provided by a law firm or independent legal counsel

Expenditures for court reporters, hearing examiners, miscellaneous court costs, recording fees, and legal services related to the delivery of social services

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83209 Admin Sub Adoption Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the service administrative expenditure amounts allocated to the Subsidized Adoption program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49005	10001XX	90804	832	80.00%	0.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83210 Admin Day Care Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the service administrative expenditure amounts allocated to the Child Care program.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93596	49005	07604XX	90916	832	80.00%	0.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs





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### ***83211 Admin IV-E FOS / Adopt TR Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the service administrative expenditure amounts allocated to the IV-E Foster/Adoptive Parent Training program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93658	49005	11103XX	90917	832	80.00%	0.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83212 Admin IV-F / TANF Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the service administrative expenditure amounts allocated to the TANF/VIEW (Virginia Initiative for Employment not Welfare program).

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	49005	04702XX	90918	832	80.00%	0.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83213 Admin FSET Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the service administrative expenditure amounts allocated to the FSET (Food Stamp Employment & Training program).

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
10561	49005	00401XX	90919	832	50.00%	30.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83214 Admin Medicaid Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the service administrative expenditure amounts allocated to the Medicaid program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93778	49005	12001XX	90920	832	80.00%	0.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83215 Admin Food Stamps Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the service administrative expenditure amounts allocated to the Food Stamps program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
10561	49005	00107XX	90921	832	50.00%	30.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83216 Admin AFDC / TANF Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the service administrative expenditure amounts allocated to the TANF (Temporary Assistance for Employment not Welfare) program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	49005	04402XX	90922	832	80.00%	0.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83217 Admin General Relief Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the service administrative expenditure amounts allocated to the General Relief program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	49005	80304XX	90923	832	0.00%	80.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***83218 Admin SLH Allocation***

Central Office Use Only - Allocated within LASER from Cost Code 00001. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the service administrative expenditure amounts allocated to the State/Local Hospitalization program.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
#N/A	49005	80304XX	90924	832	0.00%	80.00%	20.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs





## ***833 Adult Services***

Budget allocation based on approved formulas.

Services are provided at the local level to assist an individual to remain in his or her own home and to be as independent as possible for as long as possible. The provision of adequate home-based services (companion, chore, and homemaker services) decreases the risk of institutional placement, decreases overall costs for long-term care in the Commonwealth, and ensures that appropriate services are provided.

One-third of available funds is allocated to a locality based upon the locality's share of the total population using current Census data. One-third of available funds is allocated based upon the locality's share of total Medicaid recipients. One-third of available funds is allocated based upon the locality's share of total non-public assistance food stamp recipients.



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### ***83301 Adult Services - Home-Based (State Supplement) Chore***

Chore Services are the performance of non-routine, heavy home maintenance for clients unable to perform such tasks themselves. Chore services shall be provided only to persons living in an independent situation who are responsible for maintenance of their own home or apartment and have no one available to provide this service without cost. After all funds are expended in this program, Cost Code 82414 is utilized.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49004	10001XX	90305	833	72.23%	7.77%	20.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

Yard maintenance

Painting

Chopping wood

Carrying wood and water

Snow removal

Minor repair work in the home

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***83302 Adult Day Services***

Program funds are used to purchase adult day services from approved providers for a portion of a 24-hour day. Adult day services assess the needs of participants and offer services to meet those needs. Participants attend on a planned basis. Services include: personal supervision of the adult and activities that promote physical, and emotional well-being through socialization. After all the funds are expended in this program, Cost Code 82404 is utilized.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49004	10001XX	90306	833	72.23%	7.77%	20.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

Adult personal supervision

Promote social, physical, emotional well-being through socialization

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***83303 Adult Services Home Based (State Supplement) Homemaker***

Homemaker services are provided by an individual or agency provider who gives instruction in, or where appropriate, performs activities to maintain a household. The activities may include personal care, home management, household maintenance, child rearing, nutrition, consumer education and hygiene education. After all funds are expended in this program, Cost Code 82422 is utilized.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49004	10001XX	90339	833	72.23%	7.77%	20.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

Personal care

Home management

Household maintenance

Child rearing

Nutrition

Consumer education

Hygiene education

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***83304 Adult Services Home Based (State Supplement) Companion***

Companion services are performed by an individual or an agency provider who assists adults unable to care for themselves without assistance and where there is no one available to provide the needed services without cost. Services may include light housekeeping, dressing, bathing, toileting, feeding, household and financial management, meal preparation and shopping. Companion services shall only be provided to an eligible adult who lives in his/her own home. After all funds are expended in this program, Cost Code 82423 is utilized.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	49004	10001XX	90340	833	72.23%	7.77%	20.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

Light housekeeping

Shopping

Meal preparation

Bathing

Dressing

Toileting

Eating/feeding

Transportation

Supervision and/or companionship

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



## ***835 Energy Administration - Cooling***

Agencies who elect to operate the cooling component during the summer months will have the balance remaining from the heating season on budget line 860 rolled over for use during the summer. No additional allocation will be made to localities for the Cooling Assistance component. Budget line 835 will not be posted for agencies that have no balance on budget line 860. Localities will receive supplemental funds for operation of the cooling component if funds become available for the program. Claims for reimbursement for cooling administration for June through September must be submitted no later than the LASER cutoff date for September expenditure reporting.



### ***83503 LIHEAP-Cooling Administration***

The Cooling Assistance component is set up to prevent or alleviate cooling emergencies due to extreme heat. Availability of this component is contingent upon funding and local implementation choice. If the program is offered in a locality, applications are accepted at the local department of social services from June 15 through August 15. When the program is available, it helps eligible households with their cooling needs. The purpose of the Cooling component is to assist households with cooling equipment or payment of electric bills to operate cooling equipment. Reimbursable admin expenditures include the cost of payroll, fringe benefits and operational expenses which are incurred in administering the Cooling component of the Energy Assistance program.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93568	45206	06002XX	90640	835	100.00%	0.00%	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Payroll, fringe benefits, and operational expenses which are incurred in administering the Cooling Assistance program

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



## ***842 Eligibility Administration Pass Thru***

Budget allocation based on local agency requests.

Administrative expenditures for staff included in the random moment sampling are entered in LASER cost code 00001 monthly. These expenditures include salary, fringe benefits and other administrative costs. The expenditures that exceed the approved state reimbursement level or are locally funded are normally entered in the non-reimbursable fund type. These type of costs for eligibility workers and the eligibility share of joint workers are allowable for federal eligibility pass-thru and should be entered in LASER cost code 00204, Admin LSCA and/or 00206, Admin LSCA Staff Development. The federal government funds 50% of the cost and the local agencies are responsible for the remaining 50% match. The following criteria must exist to utilize the eligibility pass-thru federal funds:

Costs are necessary and reasonable to support client eligibility determination and are allowable under the requirements of OMB A-87.

Costs have not previously been submitted for reimbursement from other federal or state funds and are not included in the annual cost allocation plan.

Determine the direct eligibility costs for activity that exceeded the state reimbursement level or were locally funded.

Determine the eligibility share of joint costs for activity that exceeded the state reimbursement level or were locally funded: divide the number of eligibility workers by the number of direct line staff and multiply the rate thus obtained by the total joint costs that meet the criteria to obtain the eligibility share of joint costs.

Prepare the appropriate documentation based on pay records, reports, etc. detailing each applicable employee's eligibility share of local only costs or eligibility share of costs over the maximum salary.





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### ***84201 Admin LSCA - NPA Food Stamp Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00204. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative expenditure amounts allocated to the Non-Public Assistance Food Stamp program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
10561	46003	00101XX	90887	842	50.00%	0.00%	50.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***84202 Admin LSCA - PA Food Stamp Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00204. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative expenditure amounts allocated to the Public Assistance Food Stamp program.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
10561	46003	00101XX	90888	842	50.00%	0.00%	50.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



### ***84203 Admin Local Salary Cost - Food Stamp - Pass Thru***

Local Agencies may claim 50% federal reimbursement on administrative expenditures that would have otherwise been local only costs. Food Stamp administrative expenditures include the cost of payroll, fringe benefits, and operational expenses which are incurred in administering the program. Reimbursable costs must be expressly attributable to the Food Stamp program.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
10561	46003	00101XX	90205	842	50.00%	0.00%	50.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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***84204 Admin LSCA - Food Stamp Fraud Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00204. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative expenditure amounts allocated to the Food Stamp Fraud program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
10561	46003	00201XX	90895	842	50.00%	0.00%	50.00%	No	No	No	No	No

***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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***84205 Admin LSCA Staff Development - Food Stamp - NPA Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00206. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative staff development expenditure amounts allocated to the Food Stamp - Non-Public Assistance program.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
10561	46003	00101XX	90907	842

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
50.00%	0.00%	50.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	No	No

***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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***84206 Admin LSCA Staff Development - Food Stamp - PA Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00206. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative staff development expenditure amounts allocated to the Food Stamp Public Assistance program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
10561	46003	00101XX	90908	842	50.00%	0.00%	50.00%	No	No	No	No	No

***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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***84207 Admin Staff Development - Food Stamp Fraud Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00206. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative staff development expenditure amounts allocated to the Food Stamp Fraud program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
10561	46003	00201XX	90915	842	50.00%	0.00%	50.00%	No	No	No	No	No

***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***84208 Admin LSCA - IV-E FC Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00204. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative expenditure amounts allocated to the IV-E Foster Care program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93658	46003	11001XX	90886	842	50.00%	0.00%	50.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs





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***84209 Admin LSCA Staff Development - IV-E FC Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00206. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative staff development expenditure amounts allocated to the IV-E Foster Care program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93658	46003	11001XX	90906	842	50.00%	0.00%	50.00%	No	No	No	No	No

***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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***84210 Admin LSCA - Title XIX Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00204. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative expenditure amounts allocated to the Title XIX Medicaid program.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93778	46003	12001XX	90893	842

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
50.00%	0.00%	50.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	No	No

***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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***84211 Admin LSCA Staff Development - Title XIX Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00206. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative staff development expenditure amounts allocated to the Title XIX Medicaid program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93778	46003	12002XX	90913	842	50.00%	0.00%	50.00%	No	No	No	No	No

***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***84212 Admin LSCA - TANF Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00204. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative expenditure amounts allocated to the TANF (Temporary Assistance for Needy Families) program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	46003	04402XX	90885	842	50.00%	0.00%	50.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***84213 Admin LSCA Staff Development TANF Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00206. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative staff development expenditure amounts allocated to the TANF (Temporary Assistance for Needy Families) program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	46003	04402XX	90905	842	50.00%	0.00%	50.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***84215 Admin LSCA - Ref / Med Other - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00204. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative expenditure amounts allocated to the Refugee Medicaid Other program.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93566	46003	05001XX	90884	842	100.00%	0.00%	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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***84219 Admin LSCA Staff Development - Ref / Med / Other - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00206. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative staff development expenditure amounts allocated to the Refugee Medicaid Other program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93566	46003	05001XX	90904	842	100.00%	0.00%	0.00%	No	No	No	No	No

***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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***84220 Admin LSCA - Ref Other / General Relief Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00204. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative expenditure amounts allocated to the Refugee Other - General Relief program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93566	46003	05001XX	90880	842	100.00%	0.00%	0.00%	No	No	No	No	No

***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs





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***84221 Admin LSCA Staff Development - Ref Other / Gen Relief Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00206. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative staff development expenditure amounts allocated to the Refugee Other - General Relief program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93566	46003	05001XX	90900	842	100.00%	0.00%	0.00%	No	No	No	No	No

***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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***84222 Admin LSCA - General / Rel / Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00204. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative expenditure amounts allocated to the General Relief program.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
#N/A	46003	80301XX	90889	842

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
0.00%	0.00%	100.00

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	No	No

***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***84223 Admin LSCA - Aged Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00204. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative expenditure amounts allocated to the Auxiliary Grants - Aged program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46003	80201XX	90890	842	0.00%	0.00%	100.00	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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***84224 Admin LSCA - Blind Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00204. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative expenditure amounts allocated to the Auxiliary Grants - Blind program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46003	80202XX	90891	842	0.00%	0.00%	100.00	No	No	No	No	No

***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***84225 Admin LSCA - Disabled Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00204. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative expenditure amounts allocated to the Auxiliary Grants - Disabled program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46003	80203XX	90892	842	0.00%	0.00%	100.00	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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**84226 Admin LSCA - S/L/H Allocation - Elig**

Central Office Use Only - Allocated within LASER from Cost Code 00204. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative expenditure amounts allocated to the State/Local Hospitalization program.

**Account Segment:**

CFDA	Program	Grant	Project	Budget
#N/A	46003	80601XX	90894	842

**Funding Split:**

Federal	State	Local
0.00%	0.00%	100.00

**Count Requirement:**

Case	Child	Adult	Recip	In-Res
No	No	No	No	No

**Reimbursable Examples:**

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

**Non-Reimbursable Examples:**

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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***84227 Admin LSCA Staff Development - General Relief Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00206. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative staff development expenditure amounts allocated to the General Relief program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46003	80301XX	90909	842	0.00%	0.00%	100.00	No	No	No	No	No

***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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***84228 Admin LSCA Staff Development - Aged Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00206. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative staff development expenditure amounts allocated to the Auxiliary Grants - Aged program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46003	80201XX	90910	842	0.00%	0.00%	100.00	No	No	No	No	No

***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs





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***84229 Admin LSCA Staff Development - Blind Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00206. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative staff development expenditure amounts allocated to the Auxiliary Grants - Blind program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46003	80202XX	90911	842	0.00%	0.00%	100.00	No	No	No	No	No

***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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***84230 Admin LSCA Staff Development - Disabled Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00206. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative staff development expenditure amounts allocated to the Auxiliary Grants - Disabled program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46003	80203XX	90912	842	0.00%	0.00%	100.00	No	No	No	No	No

***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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***84231 Admin LSCA Staff Development - S/L/H Allocation - Elig***

Central Office Use Only - Allocated within LASER from Cost Code 00206. The random moment sampling (RMS) percentage tables and the LETS worker counts are used in determining the eligibility (pass-thru) administrative staff development expenditure amounts allocated to the State/Local Hospitalization program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46003	80601XX	90914	842	0.00%	0.00%	100.00	No	No	No	No	No

***Reimbursable Examples:***

Tuition reimbursement

Training consulting services

Training costs for courses, conferences and workshops

Support costs associated with training such as travel, meals and lodging

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



## ***843 Central Service Cost Allocation***

The local government will receive a proportionate share of funds based upon the existing formula for social service activities.

Local governments provide services that benefit local governmental agencies on a centralized basis. These services can include, but are not limited to, building and equipment use allowance, insurance, legal service, professional services, personnel services, building and grounds, finance, and clerical services. Since federally supported awards are performed within the individual operating agencies, there needs to be a process whereby these central service costs can be identified and assigned to benefited activities on a reasonable and consistent basis. All costs and other data used to distribute the costs included in the plan should be supported by formal accounting and other records that will support the propriety of the costs assigned to Federal awards.

Local government central service costs of supporting agency services are eligible charges as reimbursable administrative expenditures subject to the availability of funds in the uncapped programs. Costs of these services must be determined based on actual expenditures that are not usually available during the current operating year. Reimbursement will be made to the local agencies each year not later than the May reporting month provided the following procedural steps have been approved. The reimbursement rate is based on the Random Moment Sampling percentages for each applicable quarter. If an approved plan is not received the local agency will not be reimbursed for these services.



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### ***84319 Central Service Cost Allocation - IV-E - Serv***

Central Office Use Only - VDSS allocates costs of local government (for those agencies that have an approved Central Services Cost Allocation Plan) using RMS results. VDSS uses this project to reimburse the portion allocated to Title IV-E - Foster Care and Adoption.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93658	46003	11001XX	90209	843	50.00%	0.00%	50.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Building and equipment use allowance

Insurance

Legal service

Professional services

Personnel services

Building and grounds

Finance

Clerical services

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***84320 Central Service Cost Allocation - Refugee***

Central Office Use Only - VDSS allocates costs of local government (for those agencies that have an approved Central Services Cost Allocation Plan) using RMS results. VDSS uses this project to reimburse the portion allocated to the Refugee Resettlement program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93566	46003	05001XX	90210	843	100.00%	0.00%	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Building and equipment use allowance

Insurance

Legal service

Professional services

Personnel services

Building and grounds

Finance

Clerical services

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***84322 Central Service Cost Allocation - Food Stamp***

Central Office Use Only - VDSS allocates costs of local government (for those agencies that have an approved Central Services Cost Allocation Plan) using RMS results. VDSS uses this project to reimburse the portion allocated to the Food Stamps program.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
10561	46003	00101XX	90212	843

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
50.00%	0.00%	50.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	No	No

***Reimbursable Examples:***

Building and equipment use allowance

Insurance

Legal service

Professional services

Personnel services

Building and grounds

Finance

Clerical services

***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***84323 Central Service Cost Allocation - Medicaid***

Central Office Use Only - VDSS allocates costs of local government (for those agencies that have an approved Central Services Cost Allocation Plan) using RMS results. VDSS uses this project to reimburse the portion allocated to the Title XIX - Medicaid program.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93778	46003	12001XX	90213	843	50.00%	0.00%	50.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Building and equipment use allowance

Insurance

Legal service

Professional services

Personnel services

Building and grounds

Finance

Clerical services

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs





## ***844 Food Stamps Employment and Training Purchased Services and Administration***

Budget allocation based on approved formula; does not include "earned" ABAWD funds.

The Food Stamp Employment and Training Program (FSET) is a multi-component employment and training program that provides Job Search, Job Search Training, Education, Training and Work Experience to non-public assistance Food Stamp recipients.

The program's role is to provide food stamp recipients with opportunities that will lead to paid employment and decrease dependency on assistance programs. Fund allocations are based a locality's percentage of Non-Public Assistance (NPA) households to the state-wide total. For FY 2002, an administrative provision was implemented to alleviate the problem of unexpended funds at year-end. The ESP/Child Care subcommittee of the league recommended that allocations in excess of a locality's historical expenditures be withheld pending written justification of the need for additional funding. This administrative provision affected initial allocations to just four of the 42 agencies participating in FSET. The FSET purchase program is funded with 50% state funds and 50% federal funds. The FSET administration program is funded with 100% federal funds.



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### ***84401 Admin Food Stamp Employment & Training - Direct***

The Food Stamp Employment and Training Program (FSET) is a multi-component employment and training program that provides Job Search, Job Search Training, Education, Training and Work Experience to non-public assistance Food Stamp recipients. The Program's role is to provide food stamp recipients with the opportunities that will lead to paid employment and decrease dependency on assistance programs. Food Stamp Employment and Training Administration expenditures include the cost of payroll, fringe benefits and operational expenses which are incurred in administering the FSET program. Reasonable and necessary administrative expenditures that are in excess of budget line 844 allocations may be reported in cost code 89701, FSET administrative pass-thru.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
10561	46209	00301XX	90021	844	100.00%	0.00%	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Payroll, fringe benefits, and operational expenses which are incurred in administering the FSET program

Contractual activities approved in the local agency FSET plan

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***84402 Admin Food Stamp Employment & Training Allocated - Serv***

Central Office Use Only - Joint administrative expenditures allocated within LASER from Cost Code 00001. Joint administrative expenditures cannot be identified as either service or eligibility. They represent the shared service and eligibility expenditures incurred by a local agency for the services and financial assistance rendered to their clients. Joint costs entered in cost code 00001 are allocated to Service, Eligibility and Employment Service Programs (ESP) based on the percentage of LETS worker counts. Cost code 84404 captures the share of Joint administrative expenditures allocated to the FSET (Food Stamp Employment & Training) program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
10561	46209	00301XX	90898	844	100.00%	0.00%	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

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### ***84403 Food Stamp Employment & Training - Purchased***

Funds for services made directly to eligible recipients of the Food Stamp Employment and Training program as operated in designated local agencies. This program is mandated to the extent of available funds.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
10561	46209	00502XX	90304	844

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
50.00%	50.00%	0.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	Yes	No

***Reimbursable Examples:***

Job search

Education

Training

Work experience

***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



## ***847 Service Administration Pass Thru***

Budget allocation based on local agency requests.

Service administrative expenditures that exceed the approved state reimbursement level or are locally funded are entered in LASER as fund type non-reimbursable in cost code 84705. These expenditures include salary, fringe benefits and other administrative costs. These type of costs for service workers and the service share of joint workers are allowable for federal service pass-thru. Every quarter the Division of Finance computes the pertinent service pass-thru reimbursement based upon the local agencies entries to non-reimbursable in cost code 84705. The rate of the current IV-E random moment sampling is applied to the federal government's 50% match and the local agencies are responsible for the remaining 50% match. The following criteria must exist to utilize the service pass-thru federal funds:

Costs are necessary and reasonable to support client service delivery and are allowable under the requirements of OMB A-87.

Costs have not previously been submitted for reimbursement through other federal or state funds and are not included in the annual cost allocation plan.

Determine the direct service costs for activity that exceeded the state reimbursement level or were locally funded.

Determine the service share of joint costs for activity that exceeded the maximum salary reimbursement level or were locally funded: divide the number of the agency's service workers by the number of direct line staff and multiply the rate thus obtained by the total joint costs that meet the criteria to obtain the service share of joint costs.

Prepare the appropriate documentation based on pay records, reports, etc. detailing each applicable employee's service share of local only costs or service share of cost over the maximum salary.



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### ***84704 IV-E Service Pass-Thru***

Central Office Use Only - the Division of Finance will reimburse Local Agencies for the allowable Federal share of service administrative expenditures that are in excess of budget line 832 allocations. On a quarterly basis, the Division of Finance will compile the expenditures originally entered as non-reimbursable in LASER Cost Code 84705, IV-E Serv Pass-Thru - Locality, and calculate the federal share due to the agency based on Random Moment Sampling (RMS).

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93658	49005	11001XX	90051	847	50.00%	0.00%	50.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Service administrative expenditures entered by local DSS agency as "non-reimbursable" expenditures in cost code 84705

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***84705 IV-E Service Pass-Thru - Locality***

Reasonable and necessary service administrative expenditures that are in excess of budget line 832 (Service Admin) allocations may be entered as non-reimbursable expenditures in cost code 84705, Service Pass-Thru. On a quarterly basis, the Division of Finance will compile the service administrative expenditures entered as non-reimbursable and calculate the federal share due to the agency based on Random Moment Sampling. Central Office - Division of Finance applies the IV-E RMS percentage against total expenditures and reimburses the Local DSS 50% of the calculated IV-E portion. The local agency receives an average of 15% reimbursement from this program. The calculated amount is reimbursed to the local agency in Cost Code 84704, IV-E Service Pass-Thru.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93658	49005	11001XX	90053	847	100.00%	0.00%	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

None

#### ***Non-Reimbursable Examples:***

Reasonable and necessary service administrative expenditures that are in excess of budget line 832 allocations



## ***848 TANF Unemployed Parent Manual Checks***

Budget allocation based on local agency requests.

The TANF-UP program provides aid to dependent children who are deprived of parental support or care by reason of the unemployment of the parents. Budget line 848 only includes manual checks written by localities. All other payments are generated through the ADAPT system and are not included in the local budgeting and reimbursement process.





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### ***84801 TANF Working Parents Locality***

Financial assistance, drawn off a locally prepared warrant, to needy children and their parents when the child is deprived due to the unemployment of at least one of the parents with whom he/she is living. The TANF Manual Check program is designed to provide replacement of lost, stolen or mutilated TANF-UP state generated checks.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	45207	04002XX	90631	848	51.45%	48.55%	0.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

Used to request reimbursement for a local manual check written when a duplicate/replacement check was not requested through ADAPT

Cash refunds

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error



## ***851 TANF/CSA Early Intervention Trust Fund***

Budget allocation based on approved local plans.

A state trust fund was established with funds appropriated by the General Assembly for the purposes of:

- 1) Early intervention services for young children and their families, which are defined to include: prevention efforts for individuals who are at-risk for developing problems based on biological, psychological or social/environmental factors.
- 2) Community services for troubled youths who have emotional or behavior problems, or both, and who can appropriately and effectively be served in the home or community, or both, and their families. (As per the Code of Virginia; Section § 2.1-759.

The fund consists of moneys from the state general fund, federal grants, and private foundations. Proposals for requesting these funds are made by community policy and management teams to the Office of Comprehensive Services for At-Risk Youth and Families. The Office makes recommendations on the proposals it receives to the state executive council, which awards the grants to the community teams in accordance with the policies developed under the authority of § 2.1-748.



### ***85101 TANF/CSA Early Intervention Trust Fund***

The Code of Virginia, (Section 2.1-752.9) gives the Community Policy and Management Team the authority to submit grant proposals to the State Trust Fund and to enter into contracts for the provision or operation of services upon approval of the participating governing body or bodies. The funding split varies from one locality to another.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	45305	04902XX	90660	851	0.00%	0.00%	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

CSA Trust Fund expenditures

#### ***Non-Reimbursable Examples:***



## ***860 Energy Administration - Heating and Cooling***

Budget allocation based on federal appropriation. Administrative funds are allocated for the federal fiscal year (October - September) to cover all components of the Energy Assistance Program.

Administrative allocation for Energy Assistance will not be on the final BF-1. Allocations and instructions for the entire season are provided during September. The Fuel Assistance component helps eligible households with the cost of heating their homes. The purpose of the Fuel Assistance component is to provide funds to eligible households to offset the costs of home energy, but the benefit maximums are not intended to meet the household's total costs of the heating season. To be eligible for Fuel Assistance, there are certain income guidelines and living arrangements that must be met. The household must be responsible for paying the heating bill. Fuel Assistance applications are accepted from the second Tuesday in October through the second Friday in November at local departments of social services. Applications are processed as soon as possible and applicants should expect notification of their eligibility determination by mid-December. The Cooling Component is optional to localities and those agencies that have a remaining balance on budget line 860 at the end of May will be able to access that balance for Cooling administration from budget line 835.

In energy-related emergency situations, the Crisis Assistance component helps eligible households when Fuel Assistance or other resources cannot meet the need. Some examples of emergencies include: lack of heat, utility cut-off is imminent, and inoperable or unsafe heating equipment. Types of Crisis Assistance may include: payment of utility security deposit; purchase of portable space heater; purchase of primary home heating fuel; payment for emergency shelter; payment of primary heat utility bill; repair of heating equipment; replacement of heating equipment; and/or provision of supplemental heating equipment/maintenance. To be eligible for Crisis Assistance, certain income and citizenship criteria must be met. There must be a heating emergency and the household must contain a vulnerable person for all types of assistance. However, the two exceptions are payment of primary heat utility bill and the purchase of primary home heating fuel. Any household may apply for these two types of assistance. A vulnerable person must be age 60 or older, under age 6 or disabled. Crisis Assistance applications are accepted from November 1 through March 15 at local departments of social services. All Crisis Assistance is based on availability of funds and it is not intended to provide additional benefits to households who have exhausted their fuel benefits.



### ***86001 Admin Energy Assist - Heating***

The Fuel and Crisis Assistance components help eligible low-income households with the cost of heating their homes. The purpose of the Fuel Assistance component is to provide funds to eligible households to offset the costs of home energy, but the benefit maximums are not intended to meet the household's total cost of the heating season. Fuel Assistance applications are accepted from the second Tuesday in October through the second Friday in November at local departments of social services. Applications are processed as soon as possible, and applicants should expect notification of their eligibility determination by mid-December. Crisis Assistance helps with payment of utility security deposit; purchase of portable heater; purchase of primary home heating fuel; payment for emergency shelter; payment of primary heat utility bill; repair of heating equipment; replacement of heating equipment; and/or provision of supplemental heating equipment/maintenance. Local departments of social services accept Crisis Assistance applications from November 1 through March 15. All Crisis Assistance is based on availability of funds and it is not intended to provide additional benefits to households that have exhausted their fuel benefits.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93568	45206	06001XX	90024	860	100.00%	0.00%	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Payroll, fringe benefits, and operational expenses which are incurred in administering the Heating Assistance program

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



## ***862 Independent Living Purchased Services***

Budget allocation based on approved local plans.

The Independent Living Program assists foster care youths ages 16-21 in developing the skills necessary to make the transition from foster care to independent living. Independent Living services include activities that are based on a written assessment of life skills. Areas of focus include personal development skills such as self-esteem, communication skills, decision-making, conflict resolution and anger management. Examples of independent living skills are career exploration, job skills, money, management, housing, transportation, and legal issues.

Allocations for purchased services and administration will be allocated on the BF-1 for the state fiscal year from June 1 through May 31. The local allocation formula is based on the percentage of each local department's children in care, ages 13 and over, averaged for October, November, and December 2000, in comparison to the statewide total. However, actual local allocations are contingent upon approval of the local department's Independent Living Program Plan. The total tentative allocation for local departments will be shown in Purchased Services (budget line 862) until plans are approved. Once the plan is approved, funds will be reallocated to Administration (budget line 863), where appropriate, based upon the budget submitted with the plan. If no plan is submitted and approved, the local department will not receive an allocation.



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## 86201 Independent Living

The Independent Living Program (ILP) provides services for foster care youth and former foster care youth, age 16 to 21. The Independent Living program is not a foster care maintenance program. ILP assists foster care youths in developing the skills necessary to make the transition from foster care to independent living. Independent Living services include activities that are based on a written assessment of life skills. Areas of focus include personal development skills such as self-esteem, communication skills, decision-making, conflict resolution and anger management. Examples of independent living skills are career exploration, job skills, money, management, housing, transportation, and legal issues. Foster children are eligible to receive services through ILP at the age of 16 and may continue receiving services until age 21 if they are in the custody or placement responsibility of a local department of social services. Qualifying placements include those in foster homes, residential treatment centers, relative homes, and juvenile detention facilities.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93674	45301	91501XX	90356	862	100.00%	0.00%	0.00%	No	No	No	Yes	No

### *Reimbursable Examples:*

Assistance in completing high school, general education degree and higher education, including assistance for tuition, admission fees, supplies, equipment, tutoring, etc.

### *Non-Reimbursable Examples:*

Payments that are in excess of budget allocations

Job training/readiness, job search and placement and other related services to prepare youth to become self-supporting, or that increases performance/functional competency

Payments made to unapproved vendors

Assistance and training on budgeting, housing, money management, career planning, and procurement

Room and Board

Provision of any services or items which facilitate establishing youth in an independent living arrangement

Household goods, supplies, services, insurance, utility turn-on, etc.

Counseling: Individual and group

Training, meetings, conferences, retreats, workshops, relating to building competencies that strengthen individual skills and foster successful independent living

Collaborative efforts with other agencies

Outreach Services: To attract eligible youths



## ***863 Independent Living Administration***

Budget allocation based on approved local plans.

The Independent Living Program assists foster care youths ages 16-21 in developing the skills necessary to make the transition from foster care to independent living. Independent Living services include activities that are based on a written assessment of life skills. Areas of focus include personal development skills such as self-esteem, communication skills, decision-making, conflict resolution and anger management. Examples of independent living skills are career exploration, job skills, money, management, housing, transportation, and legal issues.

Allocations for purchased services and administration will be allocated on the BF-1 for the state fiscal year from June 1 through May 31. The local allocation formula is based on the percentage of each local department's children in care, ages 13 and over, averaged for October, November, and December 2000, in comparison to the statewide total. However, actual local allocations are contingent upon approval of the local department's Independent Living Program Plan. The total tentative allocation for local departments will be shown in Purchased Services (budget line 862) until plans are approved. Once the plan is approved, funds will be reallocated to Administration (budget line 863), where appropriate, based upon the budget submitted with the plan. If no plan is submitted and approved, the local department will not receive an allocation.





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### ***86301 Independent Living - Admin***

Expenditures must be related to the purposes of the Chafee Foster Care Independence Program of 1999 (CFCIP) to facilitate youths' successful transition to self-sufficiency. Funds may enable youth to seek a high school diploma or its equivalent; to attend college or participate in vocational training; provide training in daily living skills, budgeting, locating and maintaining housing, or career planning; and provide youth with other services and assistance to support successful transitions.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93674	45301	91501XX	90034	863	100.00%	0.00%	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Payroll, fringe benefits, and operational expenses which are incurred in administering the Independent Living program

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



## ***866 Safe and Stable Families Purchased Services and Administration***

Budget allocation based on approved local plans.

The Promoting Safe and Stable Families Program provides Family Preservation Services, Family Support Services, Time-limited Family Reunification Services, and Adoption Services to children who are a risk of out-of-home placement or who are in Foster Care. This program, and the services provided through it, are child-centered, family-focused, and community-based with the citizens of Virginia communities receiving funding and determining how best to utilize those funds on behalf of the children and families in their respective communities.

Receipt of the funding is based upon approval by the state of individual community plans that have been developed from comprehensive community-based needs assessments.

Promoting Safe and Stable Families funds may be provided through local public or private agencies, or individuals, or any combination of resources. The funding for the program is used for direct and purchased services to preserve and strengthen families, avoid unnecessary out-of-home or out-of-community placements, reunify children and their families, or to find and achieve new permanent families for those children who cannot return home. The allocation shown on the BF-1 will represent an estimate of the funds available for the state fiscal year. The allocation on the BF-1 assumes localities spend funds equivalently on a straight-line basis. The allocation will represent four months of the allocation available for the current federal fiscal year, which ends September, and eight months of the allocation which will be available for October through September. As fiscal agents, local agencies will be required to ensure they do not expend more than is available to them for each federal fiscal year. In the event agencies overspend their allocation, they will be subject to a charge-back for the amount overspent for each federal fiscal year. These allocations are subject to the submission and approval of the community's annual Child and Family Services Plan.



## ***86601 Family Support - Purchased Services (IVB2)***

Family Support Services: Services often provided at the local level by community-based organizations. They are voluntary, preventive activities to help families nurture their children. These services are designed to alleviate stress and help parents care for their children's well-being before a crisis occurs. They connect families with available community resources and supportive networks which assist parents with child rearing. Family support activities include respite care for parents and care givers, early development screening of children to identify their needs, tutoring health education for youth, and a range of center-based activities.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93556	45301	09501XX	90359	866	75.00%	15.00%	10.00%	No	No	No	Yes	No

### ***Reimbursable Examples:***

Community-based family support services that promote the safety and well-being of children and families by enhancing family functioning and child development

Salary and fringe benefits for applicable workers

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



## ***86602 Family Preservation - Purchased Services (IVB2)***

Family Preservation Services: Services designed to help families alleviate crises that might lead to out-of-home placements of children because of abuse, neglect, or parental inability to care for their children. They help to maintain the safety of children in their own homes, support families preparing to reunify or adopt, and assist families in obtaining other services to meet multiple needs.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93556	45301	09501XX	90360	866	75.00%	15.00%	10.00%	No	No	No	Yes	No

### ***Reimbursable Examples:***

Family preservation services that serve families at risk or in crisis

Pre-placement/preventive services

Follow-up services after return of a child from foster care

Respite care

Services designed to improve parenting skills

Salary and fringe benefits for applicable workers

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



### ***86605 Reunification - Family Support/Preservation***

Time-limited Family Reunification Services: Services and activities provided to a child that has been removed from the child's home and placed in a foster family home or a child care institution and to the parents or primary care giver of such a child, in order to facilitate a reunification of the child safely and appropriately within a timely fashion, but only during the 15-month period that begins on the date that the child is considered to have entered foster care. Such services may include individual, group, and family counseling; inpatient, residential, or outpatient substance abuse treatment services; mental health services; assistance to address domestic violence; services designed to provide temporary child care and therapeutic services for families, including crisis nurseries; and transportation to or from any of the services.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93556	45301	09501XX	90361	866	75.00%	15.00%	10.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Reunification services - reunify children and their families

Salary and fringe benefits for applicable workers

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



## ***86606 Adoption - Family Support/Preservation***

Adoption Promotion and Support Services: Services and activities designed to encourage more adoption out of the foster care system, when adoptions promote the best interests of children, including such activities as pre and post adoptive services and activities designed to expedite the adoption process and support adoptive families.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93556	45301	09501XX	90362	866	75.00%	15.00%	10.00%	No	No	No	No	No

### ***Reimbursable Examples:***

Adoption services - to find and achieve new permanent families for those children who cannot return home

Salary and fringe benefits for applicable workers

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***86607 Administration - ASFA***

Administrative expenditures, excluding salary and fringe benefits, incurred in support of the Safe and Stable Families Program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93556	45301	09501XX	90075	866	75.00%	15.00%	10.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Operational expenses incurred in administering the Safe and Stable Families Program

#### ***Non-Reimbursable Examples:***

Salaries

Fringe benefits

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



## ***871 VIEW Working and Transitional Child Care***

Budget allocation based on projected program expenditures; mandated in the Code of Virginia.

VIEW Working and Transitional Child Care services remain mandated; all justifiable requests for supplemental funding will be approved. This program provides funding to enhance the quality, affordability, and supply of child care available to Virginia's families. Child care programs are child-centered, family-focused services that support the family goals of economic self-sufficiency and child development by providing substitute parental care, protection, guidance, and early childhood education.





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### ***87101 VIEW - Child Care***

Expenditures related to the purchase of child care services for all TANF clients who are enrolled in the VIEW program. Children in a VIEW public assistance unit should receive child care services to enable the parent to work. Funds can be used for child care for an assigned activity. For the purposes of the VIEW program, the definition of an assigned activity includes, but is not limited to, job search, employment (subsidized or unsubsidized), Community Work Experience, on-the-job training, job skills training, job readiness training, and education, internships, or practicum in conjunction with work.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93596	49010	07501XX	90540	871	50.00%	40.00%	10.00%	Yes	Yes	No	No	No

#### ***Reimbursable Examples:***

Child care expenditures for all VIEW participants

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***87102 Transitional Child Care (former VIEW)***

Parents may receive up to 12 consecutive months of child day care subsidy to support employment if they have received TANF (former VIEW case), the TANF case is closed, and they are found to be income eligible. This includes needed child day care for children who are not on the assistance unit but who are dependent upon the parent. If the reason for TANF case closure is non-cooperation with the Division of Child Support Enforcement, eligibility for Transitional services may be denied. Eligible participants pay a fee based on a sliding fee scale.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93596	49010	07602XX	90541	871	51.49%	38.51%	10.00%	Yes	Yes	No	No	No

#### ***Reimbursable Examples:***

Transitional (former VIEW case) child care expenses for former TANF recipients limited to 12 months following the case closure

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***87103 Transitional Child Care (Non-VIEW)***

Parents may receive up to 12 consecutive months of child day care subsidy to support employment if they have received TANF (not a former VIEW case), the TANF case is closed, and they are found to be income eligible. This includes child care subsidy for children who are not on the assistance unit but who are dependent upon the parent. If the reason for TANF case closure is non-cooperation with the Division of Child Support Enforcement, eligibility for Transitional services may be denied.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93596	49010	07602XX	90517	871	51.49%	38.51%	10.00%	Yes	Yes	No	No	No

#### ***Reimbursable Examples:***

Transitional (not a former VIEW case) child care expenses incurred while a family is no longer receiving TANF assistance; limited to the 12 months following TANF case closure

#### ***Non-Reimbursable Examples:***

Services provided for TANF recipients

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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## ***87104 TANF Working Child Care***

TANF Working Child Care subsidy assists (VIEW exempt) working families receiving TANF benefits. If there is a need for child care and all eligibility requirements are met, recipients of TANF are eligible for needed child care services to support employment.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93596	49010	07501XX	90529	871	50.00%	40.00%	10.00%	Yes	Yes	No	No	No

### ***Reimbursable Examples:***

Child care expenditures for TANF recipients

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***87105 Learnfare Child Care***

Expenditures related to the purchase of child care services for children of a minor/teen parent in a TANF public assistance unit to enable them to attend school and comply with the compulsory school attendance laws. Priority shall be given for child care subsidy to teen parents engaged in completing high school. This assumes the parent of the minor/teen cannot provide the care because of work, education/training, disability or another hardship exemption.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93596	49010	07501XX	90543	871

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
50.00%	40.00%	10.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
Yes	Yes	No	No	No

***Reimbursable Examples:***

Child care expenses for TANF parents who are under the age of 19 years

***Non-Reimbursable Examples:***

Child care expenses for TANF parents who are over the age of 18 years

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***87106 FSET - Child Care***

Child care subsidy is available for children of recipients of Virginia's Food Stamp Employment and Training (FSET) program while participating in an activity approved by an FSET worker.

Beginning with FY 2002 the cost of Food Stamp Employment and Training (FSET) Child Care is charged to Budget Line 871 VIEW Child Care instead of Budget Line 881 Non-VIEW Child Care; a separate reporting code under BL 871 was established in June, 2001. Since FSET Child Care is considered a federally mandated service, the cost is more appropriately budgeted and paid from a mandated service budget line.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
10561	49010	00501XX	90507	871	50.00%	40.00%	10.00%	Yes	Yes	No	No	No

#### ***Reimbursable Examples:***

Child care services to a family participating in the FSET program

#### ***Non-Reimbursable Examples:***

Child care for families not enrolled in FSET

Payments that are in excess of budget allocations

Payments made to unapproved vendors



## ***872 VIEW Purchased Services and Administration***

Budget allocation based on approved formula; formula in process of revision.

The Collaborative VIEW Purchased Services and Administration Formula: For all agencies, 75% of the allocation is based on caseload and 25% based on performance. Local agency VIEW caseloads were determined by using the actual number of unduplicated cases served under the VIEW program from January 2000 through January 2001, thereby giving each locality credit for each unique person served under VIEW. If a person is served in multiple localities, each locality providing services will receive credit. Performance will be determined by measuring the number of clients who participate in a work activity and the number of clients who retain employment for 90 days or more for each locality. The performance allocation (25% of the total allocation) will be split as follows: 16.67% for the work activity component and 8.33% for employment retention. The performance numbers were determined for the time period of January 2000 through January 2001. The Collaborative set a minimum "floor" allocation for state fiscal year 2002. The minimum allocation a locality can receive is \$ 23,692. The floor is equivalent to 50% of the salary for a grade 10 Employment Service Worker at step 59 plus benefits and 14% for other costs of employment. Finally, figures will be adjusted so that changes in VIEW allocations do not fluctuate from the previous year's allocation by more than 10 percent.

The Virginia Initiative for Employment not Welfare (VIEW) is the centerpiece of Virginia's welfare reform program. It is a work program that is designed to assist TANF recipients in obtaining employment. For the purposes of the VIEW program, the definition of an assigned activity includes, but is not limited to, job search, employment (subsidized or unsubsidized), Community Work Experience, on-the-job training, job skills training, job readiness training, and education, internship, or practicum in conjunction with work.

The goals of the program are to: offer Virginians living in poverty the opportunity to achieve economic independence by removing barriers and disincentives to work and providing positive incentives to work; provide Virginia families living in poverty with the opportunities and work skills necessary for self-sufficiency; allow Virginia families living in poverty to contribute materially to their own self-sufficiency; set out the responsibilities of and expectations for recipients of public assistance and the government; and, provide Virginia families living in poverty with opportunity to obtain work experience through VIEW.



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### ***87201 VIEW Purchased Services TANF***

Funds available to purchase allowable VIEW employment services for VIEW participants. Major components include job search, job readiness, community work experience placement (CWEP), unsubsidized employment, on the job training, and subsidized employment.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93558	46210	04702XX	90365	872

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
60.00%	40.00%	0.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	Yes	No

***Reimbursable Examples:***

Job placement services

Job readiness services

Job development services

Job retention services

***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors





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## ***87202 VIEW Supportive Purchased Services TANF***

Funds are used to pay for supportive services for VIEW participants. Payment for medical/dental services must be directly related to VIEW activities. Work related services provide assistance to the participant with other job related expenses. Emergency intervention provides assistance during crisis situations which may affect the participant's VIEW activity.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	46210	04701XX	90366	872	50.00%	50.00%	0.00%	No	No	No	Yes	No

### ***Reimbursable Examples:***

Medical statements or other necessary medical verifications

Dentures, glasses, orthopedic shoes and other required items

Uniforms necessary to begin employment (one time only purchase)

Professional fees or licensing

Job related safety equipment, tools, and other equipment necessary to begin employment

Car repairs

Food, utilities, and other items necessary for the client to gain and/or keep employment or participate in other VIEW activities

Workshops

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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## 87203 VIEW - Admin

The Virginia Initiative for Employment not Welfare (VIEW) program is the employment services component of Virginia's TANF program. VIEW participants are assigned to components such as: job search, job readiness, Community Work Experience Placement (CWEP), unsubsidized employment, post-secondary education, vocational education training, job skills training and self-initiated skills training, Adult Basic Education (ABE), General Education Diploma (GED), English as a Second Language (ESL), on the job training, vocational education, and subsidized employment.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	46210	04403XX	90046	872	67.11%	32.89%	0.00%	No	No	No	No	No

### *Reimbursable Examples:*

Payroll, fringe benefits, and operational expenses which are incurred in administering the VIEW program

### *Non-Reimbursable Examples:*

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***87204 VIEW - Transitional Transportation***

VIEW Transitional Transportation service funds can be used to pay for transportation for VIEW participants who have left TANF with employment and need transportation in order to retain employment. NOTE: Do not report VIEW transportation expenses in this project. LASER cost code 87207 should be used.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	46210	04602XX	90367	872	50.00%	50.00%	0.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

Transportation to retain employment

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***87205 Admin Allocated - VIEW***

Central Office Use Only - Joint administrative expenditures allocated within LASER from Cost Code 00001. Joint administrative expenditures cannot be identified as either service or eligibility. They represent the shared service and eligibility expenditures incurred by a local agency for the services and financial assistance rendered to their clients. Joint costs entered in cost code 00001 are allocated to Service, Eligibility and Employment Service Programs (ESP) based on the percentage of LETS worker counts. Cost code 90B99 captures the share of joint administrative expenditures allocated to the VIEW (Virginia Initiative for Employment not Welfare) program.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	46210	04403XX	90B99	872	67.11%	32.89%	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries, wages, and fringe benefits

Contractual services

Utilities, i.e., heat, electricity, water, etc.

Postal services and telecommunications

Insurance

Office materials and supplies

Travel (transportation, lodging, subsistence, etc.)

Equipment

Leases and rent

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***87206 Out of Wedlock Births***

In order to reduce out-of-wedlock births, funding (includes up to two percent of the total VIEW allocation) may be used in the following areas: awareness; prevention; education; and, organization. Any agency wishing to establish programs that exceed 2% of their VIEW allocation may apply to the department for written authorization.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	46210	04901XX	90371	872	67.11%	32.89%	0.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

Awareness  
Prevention  
Education  
Organization

#### ***Non-Reimbursable Examples:***

Purchase of land or buildings  
Cash payments to welfare recipients  
Payment of wages as a social service  
Provision of medical care, other than family planning services  
Provision of educational services already available to citizens without cost  
Payments that are in excess of budget allocations



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## ***87207 VIEW - Transportation***

Effective January 1998, this program was created to report all transportation expenditures related to VIEW clients. Transportation service is provided to enable participants to travel to and from authorized VIEW activities or employment. This program will be used to accumulate statewide transportation costs related to VIEW; therefore, it is imperative that agencies properly record VIEW transportation expenses.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	46210	04602XX	90377	872	50.00%	50.00%	0.00%	No	No	No	Yes	No

### ***Reimbursable Examples:***

Transportation to and from interviews and place of employment

Bus tickets

Car/van pooling

Gas coupons or vouchers

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***87209 TANF / VIEW Education***

Funds available to purchase allowable VIEW services (education and training necessary for full-time employment and self sufficiency) for VIEW participants. Major components include education, vocational education training, job skills training and self-initiated skills training, education directly related to employment, i.e., Adult Basic Education (ABE) and General Education Diploma (GED), English as a second language (ESL), and vocational education. When a participant is not able to participate because of temporary illness or crisis, he may be classified inactive.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93558	46210	04702XX	90384	872

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
60.00%	40.00%	0.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
No	No	No	No	No

***Reimbursable Examples:***

Adult Basic Education (ABE)

General Education Diploma (GED)

Community College

Skills Training (in a public school)

English as a Second Language (ESL)

Vocational education

***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



## ***873 Title IV-E Foster/Adoptive Parent Training Purchased Services and Administration***

Budget allocation based on approved local plans.

Allocations are subject to the submission and approval of the local agency plan. This project requires an approved plan and the workers must be 100% dedicated to foster care/adoption recruitment, home finding, training and related activities. These Title IV-E funds are for training of foster and adoptive parents as well as training of foster care/adoption agency staff. In conjunction with foster/adoptive parent training, these funds can be used to recruit potential foster and adoptive families, including completion of home studies.





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### ***87301 Admin Foster Parent Training IV-E***

This project requires an approved plan and the workers must be 100% dedicated to foster care/adoption recruitment, home finding, training and related activities. These Title IV-E funds are for training of foster and adoptive parents as well as training of foster care/adoption agency staff. In conjunction with foster/adoptive parent training, these funds can be used to recruit potential foster and adoptive families, including completion of home studies.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93659	45301	11203XX	90047	873	75.00%	0.00%	25.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries and benefits for program staff who are 100% dedicated to Foster/Adoptive Parent recruitment, home-finding, training and related activities

Training supplies, equipment and resources

Travel and lodging

National Foster Parent Conference

State Foster Care Conference

One Church One Child conferences

Child Welfare League of America National Conference

North American Council on Adoptable Children's Conference

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



## ***87302 Foster/Adoptive Parent Training Pass-Thru IV-E Purchased Services***

Purchased Services costs include activities for foster/adoptive parents and potential foster adoptive parents. Included in this program are the costs associated with pre-service and in-service training. Costs related to the statewide conference for foster parents can be used in this program. These costs are associated with training foster parents which will reduce the number of placements for children and for those children whose parental rights are terminated, the foster parent may be the most appropriate choice as an adoptive parent. Also, the trained foster parent might actually recruit other foster parents in their locality.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93659	45301	11203XX	90368	873	75.00%	0.00%	25.00%	No	No	No	Yes	No

### ***Reimbursable Examples:***

Tuition/registration fees for training

Travel/lodging associated with training

Reimbursement for child care expense in support of training

Contracts with trainers/providers to conduct recruitment and training activities

Criminal and child abuse record checks

Consumable supplies (refreshments)

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



## **876 IV-E Administration Pass Thru**

Budget allocation based on local agency requests.

Costs related to Title IV-E workers can be funded at 50% federal and 50% local funds. Costs must be properly documented and allowable under Title IV-E, and not otherwise reimbursed through federal or state funding. IV-E staff funded under this budget line must work with IV-E eligible cases/applicants and/or conduct foster or adoptive home studies. These expenditures include salary, fringe benefits, legal fees and other administrative costs. The federal government funds 50% of the cost and the local agencies are responsible for the remaining 50% match. The following criteria must exist to utilize the administrative foster care federal pass-thru funds:

Costs are necessary and reasonable to exclusively support Title IV-E eligible cases or applicants, or conduct foster or adoptive home studies and are allowable under the requirements of OMB A-87.

Costs have not previously been submitted for reimbursement through other federal or state funds and are not included in the annual cost allocation plan.

Costs are properly documented based on pay records, reports, etc. detailing each applicable employee's share of administrative expenses.



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### ***87601 Admin Foster Care Pass-Thru***

This cost code can be used for most administrative expenses associated with IVE. Allowable child placement services and administrative costs for foster care under title IV-E include: referral to services, preparation for and participation in judicial determinations, placement of the child, development of the case plan, case reviews, case management and supervision, recruitment and licensing of foster homes and institutions, rate setting, and a proportionate share of agency overhead.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA Res</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-</i>
93667	49005	10001XX	90049	876	50.00%	0.00%	50.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries and benefits for program staff who work on IV-E Foster Care/Adoption related cases.

All expenses related to Title IV-E cases including legal related services and expenditures. Although, legal related services and expenditures required to defend a local IVE decision may or may not be reimbursable. These cases should be considered on a case-by-case basis with input from the Regional Administrative Manager.

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service program



## ***878 Head Start Transition to Work Child Care***

Budget allocation based on projected program expenditures; mandated in the Appropriations Act.

Head Start To Work is a subsidy fee program that pays for additional hours beyond those provided by Head Start in order to provide full day/full year (wrap-around) child care services for Head Start enrolled children. Head Start Transition to Work Child Care services remain mandated; all justifiable requests for supplemental funding will be approved. Head Start families must be fully served.



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### ***87801 Head Start Transition to Work (Wrap-Around)***

The Head Start To Work program is a sub-program within the fee system. Siblings of Head Start enrolled children may receive child care services through this program if they would otherwise be on the fee system waiting list due to lack of Non-VIEW Child Care funds. The fee for the siblings is always required, whether gross family income is above or below the federal poverty level.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93575	49003	07701XX	90544	878	100.00%	0.00%	0.00%	Yes	Yes	No	No	No

#### ***Reimbursable Examples:***

Cost of child care services provided to a Head Start enrolled child while the parent works or attends an approved education or training activity

If there is a waiting list, cost of child care services provided to a sibling of a Head Start enrolled child while the parent works or attends an approved educ/training activity

#### ***Non-Reimbursable Examples:***

Child care services for a child not enrolled in Head Start

Child care services for a parent who is not in an education/training program or who is not working

Payments that are in excess of budget allocations

Payments made to unapproved vendors



## ***881 Fee Child Care***

Budget allocation based on approved formula.

Fee Child Care provides funding to enhance the quality, affordability, and supply of child care available to Virginia's families. Child care programs are child-centered, family-focused services that support the family goals of economic self-sufficiency and child development by providing substitute parental care, protection, guidance, and early childhood education. The Fee System program provides child care subsidies to income eligible customers who are employed, in approved education/training activities, or in need of protective services.

Historical base for FY 2000 plus funds distributed according to the At-Risk Child Care formula. Using demographic and maximum rate data (number of children under the age of 13 of working mothers whose earned income is less than 70% of the state median income times the local market rate) this formula computes the theoretical dollars required in each locality to serve all eligible children. A locality receives an allocation of available dollars based on its theoretical percentage of total funding need. The Collaborative and the League's Employment and Child Care Services committee are continuing work on a revised Child Care formula for FY 2003.



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## ***88102 Fee Child Care***

The Child Care Fee System program provides child care subsidies to low income working families. Families contribute toward the cost of care based on a sliding fee scale. The Fee System program is used to provide child care subsidies to income eligible customers who are employed, in approved education/training activities, or in need of protective services.

### ***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93596	49003	07602XX	90521	881

### ***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
51.49%	38.51%	10.00%

### ***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
Yes	Yes	No	No	No

### ***Reimbursable Examples:***

Child care expenses for low income families

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors





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### ***88103 TANF Child Care - Education and Training***

The TANF Education and Training program provides child care services for TANF families in education or training. If there is a need for child care and all eligibility requirements are met, VIEW exempt recipients of TANF are eligible for child care services to support education/training.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93596	49003	07501XX	90527	881	50.00%	40.00%	10.00%	Yes	Yes	No	No	No

#### ***Reimbursable Examples:***

Child care services for TANF families involved in approved education or training activities

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



## ***882 Fee Child Care Pass-Thru***

Budget allocation based on local agency requests.

Child care purchase of service expenditures that exceed the child care fee at risk budget allocation are normally entered in the non-reimbursable fund type in the appropriate child care cost code. These type of costs are allowable expenditures for reimbursement in child care purchase of service pass-thru. Local agencies will be reimbursed to the extent federal funds permit for expenditures that are in compliance with the child care fee system program policy and requirements. The federal government funds approximately 50% of the cost and the local agency is responsible for the remaining 50% match.



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### ***88201 Fee Child Care Pass-Thru***

Child care services for children of low-income parents who are working, participating in an approved education/training activity, or in need of protective services in localities where expenditures exceed the Child Care Fee System allocation. The locality provides the 50% non-federal share of program expenditures. Parents pay a fee in accordance with a sliding fee scale.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93596	49003	07603XX	90522	882	51.49%	0.00%	48.51%	Yes	Yes	No	No	No

#### ***Reimbursable Examples:***

Child care for children of low-income working parents when expenditures exceed the locality child care allocation

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Child care for children of low-income parents participating in an approved education/training activity when expenditures exceed the locality child care allocation

Payments made to unapproved vendors

Child care for children in need of protective services when expenditures exceed the locality child care allocation



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### ***88202 TANF Education/Training Child Care Pass-Thru***

Child Care services purchased for children in a TANF public assistance unit to enable a TANF eligible family member to participate in education/training activities. Pass-Thru funds are used when the local agency has expended it's TANF education/training child care allocation and provides the 50% non-federal share of program expenditures.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	49003	04704XX	90524	882	50.00%	0.00%	50.00%	Yes	Yes	No	No	No

#### ***Reimbursable Examples:***

Child care services purchased to support the TANF family member as they complete an approved education/training activity.

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



## ***883 Non View Child Care 100% Federal***

Budget allocation based on approved formula; formula in process of revision.

Non-VIEW Child Care provides funding to enhance the quality, affordability, and supply of child care available to Virginia's families. Child care programs are child-centered, family-focused services that support the family goals of economic self-sufficiency and child development by providing substitute parental care, protection, guidance, and early childhood education. The Fee System program provides child care subsidies to income eligible customers who are employed, in approved education/training activities, or in need of protective services.

Historical base for FY 2000 plus funds distributed according to the At-Risk Child Care formula. Using demographic and maximum rate data (number of children under the age of 13 of working mothers whose earned income is less than 70% of the state median income times the local market rate) this formula computes the theoretical dollars required in each locality to serve all eligible children. A locality receives an allocation of available dollars based on its theoretical percentage of total funding need. The Collaborative and the League's Employment and Child Care Services committee are continuing work on a revised Child Care formula for FY 2003.



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### ***88302 Child Care Fee System***

Expenditures for purchase of services for Child Care. The Child Care Fee System program provides child care subsidies to low income working families. Families contribute toward the cost of care based on a sliding fee scale. The Fee System program is used to provide child care subsidies to income eligible customers who are employed, in approved education/training activities, or in need of protective services.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93575	49003	07701XX	90545	883

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
100.00%	0.00%	0.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
Yes	Yes	No	No	No

***Reimbursable Examples:***

Child care expenses for eligible low income families

***Non-Reimbursable Examples:***

Child care expenses for TANF recipients  
Payments that are in excess of budget allocations  
Payments made to unapproved vendors



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### ***88304 TANF Education and Training***

Expenditures for the purchase of services to provide child care for education and training for Non-VIEW recipients. If there is a need for child care and all eligibility requirements are met, recipients of TANF are eligible for needed child care services to support education/training.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93575	49003	07701XX	90547	883

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
100.00%	0.00%	0.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
Yes	Yes	No	No	No

***Reimbursable Examples:***

Non-VIEW child care services for TANF recipients involved in education and training

***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



## ***884 Local Child Care Staff Allowance***

Budget allocation based on approved formula.

Approximately ten percent of total child care services allocation goes towards administration of child care programs. Child care provides child-centered, family-focused services that support the family goals of economic self-sufficiency and child development by providing substitute parental care, protection, guidance, and early childhood education.

Child care services include those activities that assist eligible families in the arrangement and/or purchase of child care for children for care that is less than a 24 hour day. They also include activities that promote parental choice, consumer education to help parents make informed choices about child care, activities to enhance health and safety standards established by the state, and activities that increase and enhance child care and early childhood development resources in the community.





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### ***88401 Child Care - Service Delivery***

Child Care administrative funds are applied to the cost of salary and fringe benefits of the child care service worker to the extent of fund availability. Reasonable and necessary administrative expenditures that are in excess of budget line 884 allocations may be reported in cost code 88501, Administrative Child Care Pass-Thru.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93596	49003	07501XX	90064	884	50.00%	50.00%	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Payroll for staff assigned to child care

Fringe Benefits for staff assigned to child care

Child care placement

Recruitment and supervision of child care placements

Eligibility determination and re-determination for staff dedicated to child care

Resource and referral activities

Establishment and maintenance of computerized information systems

Rent for space dedicated to child care operations

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



## ***885 Child Care Administration Pass-Thru***

Budget allocation based on local agency requests.

Child care administrative expenditures that exceed the approved state reimbursement level or are locally funded are normally entered in the non-reimbursable fund type in the child care staff allowance cost code. These type of costs are allowable for reimbursement in the administrative child care pass-thru cost code. The federal government funds approximately 50% of the cost and the local agency is responsible for the remaining 50% match. The following criteria must exist to utilize these funds:

Costs are necessary and reasonable to meet child care service delivery requirements and are allowable under the requirements of OMB A-87. Costs have not previously been submitted for reimbursement through other federal or state funds and are not included in the annual cost allocation plan. Applicable staff are excluded from the random moment sampling. Costs are properly documented based on pay records, reports, etc. detailing each applicable employee's share of administrative pass-thru expenses.



### ***88501 Admin Child Care Fee System / At-Risk Pass-Thru***

Local Agencies that are able to provide the 50% non-federal share of funding are able to expand services to eligible individuals through the Fee System/At-Risk Pass Thru program. Child Care administrative funds are applied to the cost of salary and fringe benefits of the child care service worker to the extent of fund availability.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93596	49003	07603XX	90027	885	51.49%	0.00%	48.51%	No	No	No	No	No

#### ***Reimbursable Examples:***

Salaries for staff assigned to child care

Fringe benefits for staff assigned to child care

Child care placement

Recruitment and supervision of child care placements

Eligibility determination and re-determination for staff dedicated to child care

Resource and referral activities

Establishment and maintenance of computerized information systems

Rent for space dedicated to child care operations

#### ***Non-Reimbursable Examples:***

Shared administrative overhead such as a portion of joint position salary expenses

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



## ***887 Foster Parent Conference***

Budget allocation based on local agency requests.

As an incentive to local agencies to encourage foster parents and staff to attend the Statewide Conference for Foster Parents and Foster Care Staff sponsored by the Virginia Foster Care Association, the Department will make available "non-match" money (no local match is required) to each local agency for registration and lodging costs.



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### ***88701 Foster Parent Conference***

As an incentive to local agencies to encourage foster parents and staff to attend the Statewide Conference for Foster Parents and Foster Care Staff sponsored by the Virginia Foster Care Association, the Department will make available "non-match" money (no local match is required) to each local agency for registration and lodging costs.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93667	45301	10001XX	90065	887	100.00%	0.00%	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Registration fee

#### ***Non-Reimbursable Examples:***

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs

Hotel room and tax



## ***890 Child Care Quality Initiative Program***

Budget allocation based on approved local plans.

Central Office use only - no data entry by the local agency is necessary. These funds are available to local departments of social services to enable the implementation of initiatives to develop, enhance and strengthen the quality of care delivered to children. After receiving the funds from the State Department of Social Services, a local department may subcontract with other entities in the community (public or private) to operate a quality initiative. This project provides funding for activities to improve the quality of child care. These activities may include but are not limited to: activities designed to provide comprehensive consumer education to parents and the public; activities that increase parental choice; and activities designed to improve the quality and availability of child care.



### ***89001 Child Care - Quality Initiative Grants***

Central Office use only - no data entry by the local agency is necessary. These funds are available to local departments of social services to enable the implementation of initiatives to develop, enhance and strengthen the quality of care delivered to children. After receiving the funds from the State Department of Social Services, a local department may subcontract with other entities in the community (public or private) to operate a quality initiative. This project provides funding for activities to improve the quality of child care. These activities may include but are not limited to: activities designed to provide comprehensive consumer education to parents and the public; activities that increase parental choice; and activities designed to improve the quality and availability of child care.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93575	49003	07701XX	90378	890	100.00%	0.00%	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Consumer education initiatives (i.e., exercising informed choices in electing child care

Resource and referral initiatives

Providing training and technical assistance

Other quality initiatives that increase parental choice and improve the quality of care

Minor remodeling and upgrading to meet licensing standards

#### ***Non-Reimbursable Examples:***

Cash payments to intended recipients of dependent care services, including child care services

Construction or renovation or the purchase or improvement of land

Funds may not be used to satisfy any requirements for expenditure of non-federal funds or a condition for the receipt of federal funds

Staff to cover routine or traditional expenditure functions of local departments of social services

Child Development Associate (CDA) certification process

Parties, recognition programs, conference attendance



## ***891 Fraud Free Program***

Budget allocation based on approved local plans.

The Fraud FREE Program utilizes a performance based funding methodology for position reimbursement. Agencies showing a determined effort to pursue fraud prevention and control activity and recover overpayments will be reimbursed at 100% for approved program salaries and fringe benefits, subject to available funding. Administrative costs may be reimbursed up to 15% of the cost of salary and fringe benefits. Fraud FREE does not reimburse for clerical or collection personnel, but local agencies may fund these positions through existing eligibility administration (budget line 831) or eligibility pass through (budget line 842) allocations.

State approved fraud investigator positions can be reimbursed through one of two budget lines, budget line 891 or budget line 892. Under budget line 891, the entire non-federal match of a locality's program costs are funded by collections in the Fraud Special Recovery Fund. If a locality believes its collections will not equal or exceed the non-federal share of local program costs, it may opt to use budget line 892. Funding in the 892 budget line comes from the agency's eligibility administration allocation (budget line 831) but the 20% local match requirement is replaced by fraud recovery funds. Either method results in no local match requirement for the Fraud FREE Program. Budget amounts for both 891 and 892 will be in accordance with the local department's approved Fraud FREE plan.

The basis for the Fraud FREE Program staffing formula is one fraud investigator position for every 1,800 active TANF and Food Stamp cases held by each local agency as of July 1, 1998.





### ***89101 Statewide Fraud Program - Free***

Local agencies have the option of placing Fraud FREE Program positions in either 50/50 funded positions (Budget Line 891, Fraud FREE Standard Program) or 80/20 funded positions (Budget Line 892, Fraud FREE Eligibility Admin Option - Positions using this Budget Line are transferred from the agency's Budget Line 831-Eligibility Administration, but the 20% local match requirement is replaced by fraud recovery funds). The reimbursement formula will remain at 100% for salary and fringe benefits, plus 15% of the combined salary and fringe benefits cost for supporting Fraud FREE operational costs, subject to available funding. An accounting of the operational expenditures would be required at the end of the fiscal year.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46003	00000XX	90071	891	50.00%	50.00%	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Payroll, fringe benefits, and operational expenses which are incurred in administering the FRAUD FREE program

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



## ***892 Fraud Free Eligibility Admin Option***

Budget allocation based on approved local plans.

The Fraud FREE Program utilizes a performance based funding methodology for position reimbursement. Agencies showing a determined effort to pursue fraud prevention and control activity and recover overpayments will be reimbursed at 100% for approved program salaries and fringe benefits, subject to available funding. Administrative costs may be reimbursed up to 15% of the cost of salary and fringe benefits. Fraud FREE does not reimburse for clerical or collection personnel, but local agencies may fund these positions through existing eligibility administration (budget line 831) or eligibility pass through (budget line 842) allocations.

State approved fraud investigator positions can be reimbursed through one of two budget lines, budget line 891 or budget line 892. Under budget line 891, the entire non-federal match of a locality's program costs are funded by collections in the Fraud Special Recovery Fund. If a locality believes its collections will not equal or exceed the non-federal share of local program costs, it may opt to use budget line 892. Funding in the 892 budget line comes from the agency's eligibility administration allocation (budget line 831) but the 20% local match requirement is replaced by fraud recovery funds. Either method results in no local match requirement for the Fraud FREE Program. Budget amounts for both 891 and 892 will be in accordance with the local department's approved Fraud FREE plan.

The basis for the Fraud FREE Program staffing formula is one fraud investigator position for every 1,800 active TANF and Food Stamp cases held by each local agency as of July 1, 1998.



### ***89202 Fraud Free 80/20 Admin Option***

Local agencies have the option of placing Fraud FREE Program positions in either 50/50 funded positions (Budget Line 891, Fraud FREE Standard Program) or 80/20 funded positions (Budget Line 892, Fraud FREE Eligibility Admin Option - Positions using this Budget Line are transferred from the agency's Budget Line 831-Eligibility Administration, but the 20% local match requirement is replaced by fraud recovery funds). The reimbursement formula will remain at 100% for salary and fringe benefits, plus 15% of the combined salary and fringe benefits cost for supporting Fraud FREE operational costs, subject to available funding. An accounting of the operational expenditures would be required at the end of the fiscal year.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46003	00000XX	90077	892	50.00%	50.00%	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Payroll, fringe benefits, and operational expenses which are incurred in administering the FRAUD FREE program

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



## ***893 TANF Hard to Employ***

Budget allocation based on approved local plans.

Funds available for training of local DSS personnel involved in serving the TANF/VIEW Hard to Employ client population. VISSTA has the State contract for providing this training. They provide training to LDSS staff on subjects such as Mental Health, Domestic Violence, Learning Disabilities and other disabilities. The Central and Eastern Regions are both served by the same VISSTA office in Hampton, therefore, Eastern Region received a double funding allocation. DSS Central Office and the VISSTA Office at VCU set-up and coordinate the training activities in all regions, and provide the trainers. Funds can be expended only for these specific training activities, and are reimbursed through the LDSS acting as fiscal agent in each region.



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### ***89301 Hard to Serve Vista Training/Admin.***

Funds (\$20,000 per area training center) available for training of local DSS personnel involved in serving the VIEW Hard to Employ client population. VISSTA has the State contract for providing this training. They provide training to LDSS staff on subjects such as Mental Health, Domestic Violence, Learning Disabilities and other disabilities. The Central and Eastern Regions are both served by the same VISSTA office in Hampton, therefore, Eastern Region received a double funding allocation. DSS Central Office and the VISSTA Office at VCU set-up and coordinate the training activities in all regions, and provide the trainers. Funds can be expended only for these specific training activities, and are reimbursed through the LDSS (Fairfax, Hampton, Roanoke City, and Scott County) acting as fiscal agent in each region.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93558	46209	04402XX	90079	893	100.00%	0.00%	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Additional personnel costs associated with implementing the training events for the TANF hard-to-serve

#### ***Non-Reimbursable Examples:***

Funds can be expended only for specific VISSTA training activities

Conference/training facilities, including the rental of space, taxes, equipment rental and food (including breaks)

Printing costs

Postage



## ***894 VA Children's Medical Security Insurance Plan***

Budget allocation based on approved formulas.

The Children's Medical Security Insurance Plan (Title XXI) covers uninsured low-income children under 19 years of age. The program is designed to provide comprehensive health care benefits for children of working families who make too much to qualify for Medicaid and too little to afford health insurance. Virginia's Title XXI program is administered by the Department of Medical Assistance Services (DMAS). DMAS has a contract with the Department of Social Services to take applications for, and determine the eligibility of CMSIP applicants as well as Medicaid applicants.

Effective with the implementation of the first phase of the Family Assistance for Medical Insurance Security (FAMIS) program, local social services agencies will transfer responsibility for the CMSIP Program to DMAS to be administered as FAMIS. The projected implementation for Phase I of FAMIS is August 1, 2001. Pending implementation of the FAMIS, local agencies will continue to receive a funding allocation for the administration of the CMSIP Program. Administrative funding will be available for the 60-day period following implementation of the FAMIS to cover costs associated with processing pending CMSIP applications.



### ***89401 VA Childrens Medical Insurance Plan***

The Children's Medical Security Insurance Plan (Title XXI) covers uninsured low-income children under 19 years of age. The program was designed to provide comprehensive health care benefits for children of working families who made too much to qualify for Medicaid and too little to afford health insurance. Virginia's Title XXI program is administered by the Department of Medical Assistance Services (DMAS). DMAS has a contract with the Department of Social Services to take applications for, and determine the eligibility of CMSIP applicants as well as Medicaid applicants. Effective with the implementation of the first phase of the Family Assistance for Medical Insurance Security (FAMIS) program, August 2001, local social services agencies have transferred responsibility for the CMSIP Program to DMAS to be administered as FAMIS.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93767	46003	05401XX	90070	894	66.00%	34.00%	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Payroll, fringe benefits, and operational expenses incurred in administering the CMSIP program

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



## ***895 Adult Protective Services***

Budget allocation based on approved formulas.

This budget line is used to fund the adult protective services program. This funding may be used for reimbursable expenses or for administration of the adult protective services program. A base \$6,250 is provided to each locality. Additional Adult Protective Services (APS) funding has been distributed using a need-based formula. Need was calculated using a five-year history of total APS cases, caseload standards and an "indirect cost" factor. The amount was calculated for each agency. As of 2001 there is a \$3.1 million unmet need for funding which includes state and local funding. The League of Social Service Executives and Alliance of Social Work Practitioners has approved the methodology for determination of unmet need for APS funding.





## ***89501 Adult Protective Services***

Provides services to elders and to incapacitated adults served through the adult protective services program. Purchase of services are appropriate under the following circumstances: 1) an adult protective services report has been taken and the protective services investigation has determined that an elder or an incapacitated adult needs protective services and the service to be purchased is part of the service plan to protect the adult from on-going abuse, neglect, or exploitation; or 2) an adult protective services report has been taken and the protective services investigation has found an elder or an incapacitated adult to be at risk of abuse, neglect, or exploitation and the service to be purchased is part of the service plan to prevent abuse, neglect, or exploitation from occurring.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93667	49004	10001XX	90379	895	0.00%	80.00%	20.00%	No	No	Yes	No	No

### ***Reimbursable Examples:***

Home-based care when necessary to prevent or reduce the risk of abuse, neglect or exploitation

Temporary out-of-home accommodations for elders and incapacitated adults who are unsafe at home; respite care

Temporary emergency shelter or emergency services; relocation costs

Utilities, food, clothing and other essential goods when financial abuse has left the adult without resources

Medical or remedial care or treatment; medical transportation

Physical and/or psychological evaluations when criteria for Medicaid reimbursement are not met

The cost of petitioning for guardianship when the subject of the petition is indigent

The cost of petitioning for an emergency order when the subject of the petition is indigent

### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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## ***89502 Admin Adult Protective Services***

Administrative costs of operating the Adult Protective Services program.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
93667	49004	10001XX	90076	895	0.00%	80.00%	20.00%	No	No	No	No	No

### ***Reimbursable Examples:***

On-call coverage for staff who provide coverage for adult protective services on nights, holidays, weekends, and other times outside of regular office hours

Costs of staff travel for investigating, for on-going service delivery, for training/educational purposes, or other travel costs related to the adult protective services program

Office supplies and equipment dedicated to the operation of the adult protective services program

Costs of community outreach to increase awareness of the problem of adult abuse

Other administrative costs associated with the operation of the program

### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



## ***896 TANF Welfare Reform Phase II***

Budget allocation based on approved local plans.

In 1999, the Department encouraged local social service agencies to develop and submit innovative proposals with community partners that enhance local welfare reform efforts. In light of actions taken by the 2000 General Assembly, we are unable to continue the current process of accepting collaborative proposals for supplemental TANF funding (Welfare Reform Phase II initiatives). However, funding remains through fiscal year 2002 for the Greater Richmond Area (Richmond City, Henrico and Chesterfield) GREAT Wheels to Work transportation project. The project rehabilitates older used cars for use by VIEW participants. Funds can be expended only for this project and purchased services are reimbursed through the City of Richmond Department of Social Services.





In 1999, the Department encouraged local social service agencies to develop and submit innovative proposals with community partners that enhance local welfare reform efforts. In light of actions taken by the 2000 General Assembly, we are unable to continue the current process of accepting proposals for Welfare Reform Phase II initiatives.

### *Non-Reimbursable Examples:*



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### ***89603 Residential Substance Abuse Treatment***

In 1999, the Department encouraged local social service agencies to develop and submit innovative proposals with community partners that enhance local welfare reform efforts. In light of actions taken by the 2000 General Assembly, we are unable to continue the current process of accepting proposals for Welfare Reform Phase II initiatives.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	46209	04902XX	90381	896	100.00%	0.00%	0.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

Residential Substance Abuse Treatment services provided for established and approved projects

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***89604 Welfare Prevention***

In 1999, the Department encouraged local social service agencies to develop and submit innovative proposals with community partners that enhance local welfare reform efforts. In light of actions taken by the 2000 General Assembly, we are unable to continue the current process of accepting proposals for Welfare Reform Phase II initiatives.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	46209	04902XX	90382	896	100.00%	0.00%	0.00%	No	No	No	Yes	No

*Reimbursable Examples:*

*Non-Reimbursable Examples:*



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### ***89605 Residential Substance Abuse Treatment / Medical***

In 1999, the Department encouraged local social service agencies to develop and submit innovative proposals with community partners that enhance local welfare reform efforts. In light of actions taken by the 2000 General Assembly, we are unable to continue the current process of accepting proposals for Welfare Reform Phase II initiatives.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	46209	04001XX	90383	896	0.00%	100.00	0.00%	No	No	No	Yes	No

#### ***Reimbursable Examples:***

Residential Substance Abuse Treatment/Medical services provided for established and approved projects

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors





## ***897 Food Stamps Employment and Training Administration Pass Thru***

Budget allocation based on local agency requests.

Expenditures that exceed the budget allocations for FSET administration are normally entered in the non-reimbursable fund type in the FSET administrative cost code. These type of costs are allowable for reimbursement in FSET administrative pass-thru. The federal government funds 50% of the cost and the local agency is responsible for the remaining 50% match. The following criteria must exist to utilize these funds:

Costs are necessary and reasonable to meet the administrative activities to support the food stamp employment and training program and are allowable under the requirements of OMB A-87.

Costs have not previously been submitted for reimbursement through other federal or state funds and are not included in the annual cost allocation plan.

Applicable staff are excluded from random moment sampling.

Costs are properly documented based on pay records, reports, etc. detailing each applicable employee's share of FSET administrative pass-thru expenses.



### ***89701 Food Stamp Employment and Training - Admin Pass Thru***

These funds will be utilized after localities have exhausted their Food Stamp Employment and Training Administration allocations. Food Stamp Employment and Training - Admin Pass Thru expenditures include the cost of payroll, fringe benefits and operational expenses which are incurred in administering FSET program activities including job search, education, training and work experience.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
10561	46209	00402XX	90074	897	50.00%	0.00%	50.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Payroll, fringe benefits, and operational expenses which are incurred in administering the FSET program

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



## ***898 TANF Hard to Serve***

Budget allocation based on approved local plans.

On August 31, 2000, the Department of Social Services released a Request for Proposals for diverse service approaches that will help TANF (Temporary Assistance for Needy Families) clients go to work. This project provides funding for applicable LDSS (Local Departments of Social Services) for administrative expenditures incurred in support of their TANF Hard-to-Serve Projects. Budget allocations have been established in Budget Line 898 for applicable LDSS with established and approved projects. Each LDSS will be reimbursed 100 percent for allowable expenses submitted through the LASER system.



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### ***89801 Hard to Serve Direct Services***

On August 31, 2000, the Department of Social Services released a Request for Proposals for diverse service approaches that will help TANF (Temporary Assistance for Needy Families) clients go to work. This project provides funding for applicable LDSS (Local Departments of Social Services) for administrative expenditures incurred in support of their TANF Hard-to-Serve Projects. Budget allocations have been established in Budget Line 898 for applicable LDSS with established and approved projects. Each LDSS will be reimbursed 100 percent for allowable expenses submitted through the LASER system.

For additional information regarding [Salary Reimbursement](#), [Time-Reporting](#), and/or the [Indirect/Direct Treatment of Salary Costs and RMS](#), please refer to the appropriate section in the introduction.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	46209	04701XX	90078	898	100.00%	0.00%	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Payroll, fringe benefits, and operational expenses which are incurred in administering the TANF Hard-to-Serve project.

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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### ***89802 Hard to Serve Purchase Services***

On August 31, 2000, the Department of Social Services released a Request for Proposals for diverse service approaches that will help TANF (Temporary Assistance for Needy Families) clients go to work. Budget allocations have been established in Budget Line 898 for applicable LDSS with established and approved projects.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	46209	04701XX	90385	898	100.00%	0.00%	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Services provided for established and approved projects

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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### ***89803 Hard to Serve Medical Services***

On August 31, 2000, the Department of Social Services released a Request for Proposals for diverse service approaches that will help TANF (Temporary Assistance for Needy Families) clients go to work. Budget allocations have been established in Budget Line 898 for applicable LDSS with established and approved projects.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
93558	46209	04701XX	90386	898	0.00%	100.00	0.00%	No	No	No	No	No

#### ***Reimbursable Examples:***

Medical services provided for established and approved projects

#### ***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Payments made to unapproved vendors



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***899 Federal Projects - Local Only***

Federal Projects - Local



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### ***89901 Federal Projects - Local Only***

Federal Projects - Local Only Administrative expenditures are not reimbursable from state funds

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	49005	00000XX	90011	899	0.00%	0.00%	100.00	No	No	No	No	No

#### ***Reimbursable Examples:***

None

#### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs





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## ***953 Food Stamp Corrective Action***

Food Stamp Corrective Action for designated localities.



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## ***95301 Food Stamp Corrective Action***

Added - March, 2001: Food Stamp Corrective Action for designated localities.

<b><i>Account Segment:</i></b>					<b><i>Funding Split:</i></b>			<b><i>Count Requirement:</i></b>				
<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>	<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>	<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
10561	46003	00103XX	90387	953	50.00%	50.00%	0.00%	No	No	No	No	No

### ***Reimbursable Examples:***

Call Center

Case Monitor

Case Reader, Case Reader Overtime

Data Collection, Payment Accuracy Analyst

Monitoring System

Operation Callback

Project Recall

Refresher Training

Workshop

### ***Non-Reimbursable Examples:***

Salaries or other compensation to local board members

All administrative expenditures which are determined to be unreasonable and excessive and which were not required for proper and efficient administration of social service programs



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## ***961 Energy Program***

Energy Program - State Payments



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### ***96101 Energy Assist Heating Locality***

This program is used by localities to report local non-reimbursable expenditures for fuel assistance payments due to agency errors.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93568	45206	06002XX	90618	961

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
100.00%	0.00%	0.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
Yes	No	Yes	No	No

***Reimbursable Examples:***

None

***Non-Reimbursable Examples:***

Local non-reimbursable expenditures for fuel assistance payments due to agency errors



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### ***96105 Energy Crisis Locality Payments***

Financial assistance, drawn off the locally prepared warrant, in the form of payments to an individual or to a vendor to assist the household with energy related emergencies.

***Account Segment:***

<b><i>CFDA</i></b>	<b><i>Program</i></b>	<b><i>Grant</i></b>	<b><i>Project</i></b>	<b><i>Budget</i></b>
93568	45206	06002XX	90628	961

***Funding Split:***

<b><i>Federal</i></b>	<b><i>State</i></b>	<b><i>Local</i></b>
100.00%	0.00%	0.00%

***Count Requirement:***

<b><i>Case</i></b>	<b><i>Child</i></b>	<b><i>Adult</i></b>	<b><i>Recip</i></b>	<b><i>In-Res</i></b>
Yes	No	Yes	No	No

***Reimbursable Examples:***

Local only checks written when the check indicator on the crisis screen in the Energy Assistance Program computer system has been changed to a "Y"

***Non-Reimbursable Examples:***

Payments that are in excess of budget allocations

Overpayments to clients due to an agency error



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## ***967 Food Stamp Recoveries***

Food Stamp Recoveries from the local agencies.



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### ***96701 Food Stamp Recoveries***

Recoveries from the local agencies are entered in LASER by Central Office based upon the reports received from the Food Stamp Unit in reference to lost or mutilated food stamp coupons.

<i>Account Segment:</i>					<i>Funding Split:</i>			<i>Count Requirement:</i>				
<i>CFDA</i>	<i>Program</i>	<i>Grant</i>	<i>Project</i>	<i>Budget</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Case</i>	<i>Child</i>	<i>Adult</i>	<i>Recip</i>	<i>In-Res</i>
#N/A	46003	00000XX	90201	967	0.00%	100.00	0.00%	No	No	No	No	No

***Reimbursable Examples:***

***Non-Reimbursable Examples:***



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[Non-Administrative Programs \(61010 – 67030\)](#)

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**ADMINISTRATIVE PROGRAMS**

<b><u>ACCOUNT NUMBER / TITLE</u></b>	<b><u>DEFINITION</u></b>
10110 CASH	Central Office Use Only
19050 DUE FROM LOCAL FUND	Central Office Use Only
30001 FUND BALANCE	Central Office Use Only
30121 RESERVE FOR ENCUMBRANCE	Central Office Use Only
50000 BUDGETS	Central Office Use Only
51100 SALARIES AND WAGES - REGULAR	Salaries and Wages - Regular
51200 SALARIES AND WAGES - OVERTIME	Salaries and Wages - Overtime
51300 PART-TIME SALARIES AND WAGES - REGULAR	Part-Time Salaries and Wages - Regular
51400 PART-TIME SALARIES AND WAGES - OVERTIME	Part-Time Salaries and Wages - Overtime
52100 FICA	Payments into the Contribution Fund for payment to the US Treasury on behalf of old-age and survivors' benefits (Social Security).
52210 RETIREMENT - VRS	Payments into the trust fund of the Virginia Retirement System.
52220 RETIREMENT - OTHER	Payments into the trust fund of local or other retirement systems.
52230 RETIREMENT - DIRECT	Payments from the general government to retired personnel over and above any prepaid retirement benefits. This should be expensed in the activity where the employee last worked.
52300 HOSPITAL / MEDICAL PLANS	Payments on behalf of employees in a group insurance program providing hospital, medical and surgical, and/or dental coverage.
52400 GROUP INSURANCE	Payments on behalf of employees for life insurance plans.
52510 SHORT TERM DISABILITY INSURANCE PLAN	Short-term Disability Insurance Plans
52520 LONG TERM DISABILITY INSURANCE PLAN	Long-term Disability Insurance Plans
52600 UNEMPLOYMENT INSURANCE	Unemployment Insurance
52710 WORKER'S COMP - SELF INSURED	Workers' Compensation - Self-Insured
52720 WORKER'S COMP - COMMON CARRIER	Workers' Compensation - Common Carrier
52800 OTHER BENEFITS	Other job-related benefits provided employees as part of their total compensation.



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<b><u>ACCOUNT NUMBER / TITLE</u></b>	<b><u>DEFINITION</u></b>
52810 CLOTHING ALLOWANCES	Cash payments to employees for clothing allowances. Contracts with vendors to provide uniforms and clothing are reflected under Contractual Services and purchase of uniforms and clothing is reflected under Materials and Supplies.
52820 EDUCATION - TUITION ASSISTANCE	Payments to employees to assist with payment for college credit courses. Payments for conferences or training sessions which are an aspect of job performance are not reflected here but are included under Travel (laser account 55540).
53110 PROFESSIONAL HEALTH SERVICES	Payments for medical, dental, and hospital services.
53120 ACCOUNTING AND AUDITING SERVICES	Payments for accounting and auditing services.
53130 MANAGMENT CONSULTING SERVICES	Payments for management consulting services.
53140 ENGINEERING AND ARCHITECTURAL SERVICES	Payments for engineering and architectural services.
53150 PROFESSIONAL SERVICES - LEGAL	Payments for legal services.
53170 PROFESSIONAL SERVICES - OTHER	Payments for other professional services purchased from sources outside the local government.
53200 TEMPORARY HELP SERVICE FEES	Fees paid to outside vendors for providing temporary personnel services.
53310 REPAIR & MAINTENANCE	Payments for repairs to structure or equipment. Does not include extensive repairs which would represent additions or improvements defined herein as fixed assets and reflected under Capital Outlay.
53320 MAINTENANCE SERVICE CONTRACTS	Regular maintenance inspection and service of equipment.
53410 TRANSPORTATION SERVICE - PUBLIC CARRIER	Payments for individual travel by public carrier.
53420 TRANSPORTATION SERVICE - PRIVATE CARRIER	Payments for individual travel by private carrier.
53430 TRANSPORTATION BY CONTRACT	Payments for contractual transportation services.
53500 PRINTING & BINDING	Printing and binding provided by outside sources.
53600 ADVERTISING	Advertising in radio, television, newspapers or other media for such purposes as to: seek employment applicants, announce public hearings; notice of ordinances; public service announcements; public relations for the locality.



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**ADMINISTRATIVE PROGRAMS**

**ACCOUNT NUMBER / TITLE**

**DEFINITION**

53700 LAUNDRY AND DRY CLEANING

Service rendered by a commercial establishment.

53810 PURCHASE SERVICE - OTHER  
GOVERNMENTAL ENTITIES

Payments for services purchased from other governmental entities (i.e., other local governments, public authorities, State) on a contract/fee basis.

53840 FSET CONTRACTUAL SERVICES -  
GOVERNMENTAL ENTITIES

Payments for FSET contractual services purchased from other governmental entities (i.e., other local governments, public authorities, State) on a contract/fee basis.

54100 DATA PROCESSING

Data Processing charges from an internal service fund to other activities/elements of the local government.

54200 AUTOMOTIVE / MOTOR POOL

Automotive/Motor Pool charges from an internal service fund to other activities/elements of the local government.

54300 CENTRAL PURCHASING / STORE

Central Purchasing/Store charges from an internal service fund to other activities/elements of the local government.

54400 PRINT SHOP

Print Shop charges from an internal service fund to other activities/elements of the local government.

54500 RISK MANAGEMENT

Risk Management charges from an internal service fund to other activities/elements of the local government.

55110 ELECTRICAL SERVICES

Payments for electricity regardless of whether the service is provided by a private enterprise, authority or an enterprise fund operated by the local government.

55120 HEATING SERVICES

Payments for heat regardless of whether the service is provided by a private enterprise, authority or an enterprise fund operated by the local government.

55130 WATER AND SEWER SERVICES

Payments for water and sewer services regardless of whether the service is provided by a private enterprise, authority or an enterprise fund operated by the local government.

55210 POSTAL SERVICES

Payments for transmitting mail by the United States Postal Service including stamps, stamped envelopes, postage meter rent, and permit fees.

55220 MESSENGER SERVICES

Payments for transmitting messages and packages by private or intra-governmental courier organizations.



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<b><u>ACCOUNT NUMBER / TITLE</u></b>	<b><u>DEFINITION</u></b>
55230 TELECOMMUNICATIONS	Payments for telephone service including teletype, cable or related services.
55301 BOILER INSURANCE	Coverage on boilers and other pressure vessels. Reported only under the expenditure activity Maintenance of General Buildings and Grounds.
55302 FIRE INSURANCE	Fire insurance coverage on buildings and contents, excluding motor vehicle insurance. Reported only under the expenditure activity Maintenance of General Buildings and Grounds.
55303 FLOOD INSURANCE	Payments for mandatory flood insurance on properties located in designated flood hazard areas. Reported only under the expenditure activity Maintenance of General Buildings and Grounds.
55304 OTHER PROPERTY INSURANCE	Payments for other property insurance except motor vehicles. Reported only under the expenditure activity Maintenance of General Buildings and Grounds.
55305 MOTOR VEHICLE INSURANCE	Coverage for fire, theft, and collision.
55306 SURETY BONDS	Payments for surety insurance providing coverage for public officials in positions of trust to guarantee the performance of their lawful obligations.
55307 PUBLIC OFFICIAL LIABILITY INSURANCE	Public Official Liability Insurance
55308 GENERAL LIABILITY INSURANCE	Payments for insurance for bodily injury and property damage that the locality may be liable for that is not covered by other policies.
55410 LEASES/RENT OF EQUIPMENT	Includes leases which are not capitalized and rental of equipment. Payments made under a lease-purchase agreement are not included.
55420 LEASES/RENT OF BUILDINGS	Includes leases which are not capitalized and rental of land and structures. Payments made under a lease-purchase agreement are not included.
55510 TRAVEL - MILEAGE	Allowances to individuals for use of private vehicles in performance of locality business. Includes personal and leased vehicles, also parking and tolls. Excludes cost chargeable to LASER account 55540.
55520 TRAVEL - FARES	Individual transportation by means other than a personal vehicle. Includes taxi, airport limousine, train, bus, air fares. Excludes costs chargeable to LASER account 55540.



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**ADMINISTRATIVE PROGRAMS**

**ACCOUNT NUMBER / TITLE**

**DEFINITION**

55530 TRAVEL - LODGING

Individual assistance for subsistence and lodging necessary in the performance of locality business other than cost chargeable to LASER account 55540.

55540 TRAVEL - CONVENTION

Expenses related to attendance at conferences, conventions, workshops and courses (not sponsored by the locality). Includes subsistence and lodging, travel fares, registration fees, and costs of materials.

55610 PAYMENT TO LOCAL HEALTH  
DEPARTMENT

Payment to the State Department of Health for the locality's share of the cooperative budget of the Local Health Department.

55620 PAYMENT TO MENTAL HEALTH  
SERVICE

Payment of the locality's share of expenses for Chapter X Boards.

55630 PAYMENT TO REDEVELOPMENT &  
HOUSING AUTHORITY

Payment of locality's share of expenses for Redevelopment and Housing.

55640 OTHER PAYMENTS

Includes payments to Volunteer Fire Departments, Area Agency on Aging, Soil and Water Conservation District, and community colleges. Also includes contributions to civic and cultural activities such as symphonies, museums, chamber of commerce, United Way, etc.

55701 GENERAL RELIEF

Administrative payments to individuals for General Relief.

55702 AUXILIARY GRANTS AGED

Administrative payments to individuals for Auxiliary Grants Aged.

55703 AUXILIARY GRANTS BLIND

Administrative payments to individuals for Auxiliary Grants Blind.

55704 AUXILIARY GRANTS DISABLED

Administrative payments to individuals for Auxiliary Grants Disabled.

55705 AID TO DEPENDENT CHILDREN

Administrative payments to individuals for Aid to Dependent Children.

55706 AID TO DEPENDENT CHILDREN -  
FOSTER CARE

Administrative payments to individuals for Aid to Dependent Children - Foster Care.

55707 EMERGENCY ASSISTANCE

Administrative payments to individuals for Emergency Assistance.

55708 REGULAR FOSTER CARE

Administrative payments to individuals for Regular Foster Care.

55709 INDO-CHINESE REFUGEES

Administrative payments to individuals for Indo-Chinese Refugees.

55710 DAY CARE

Administrative payments to individuals for Day Care.



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<b><u>ACCOUNT NUMBER / TITLE</u></b>	<b><u>DEFINITION</u></b>
55711 OTHER PURCHASED SERVICES	Administrative payments to individuals for Other Purchased Services.
55712 HOSPITALIZATION - IN PATIENT	Administrative payments to individuals for Hospitalization - In Patient.
55713 HOSPITALIZATION - OUT PATIENT	Administrative payments to individuals for Hospitalization - Out Patient and Emergency Room.
55810 DUES AND ASSOCIATION MEMBERSHIPS	Fees and charges for organization dues and memberships (which may include periodic publications).
55820 CLAIMS AND BOUNTIES	Payments to property owners for damage done to crops and animals and other property.
55830 REFUNDS	Revenue Refunds
55840 COURT ORDERED FEES	Court Ordered Fees
56001 OFFICE SUPPLIES	Office stationery, forms, items of equipment which are not capitalized, etc.
56002 FOOD SUPPLIES	Food for human consumption as well as animal consumption and all items which are used for preparing, cooking, and serving food (e.g., dishes, tablecloths, paring knives).
56003 AGRICULTURAL SUPPLIES	Items used in the production and care and treatment of plants and animals; and in landscaping. Includes small tools which are used in these activities and require frequent replacement.
56004 MEDICAL AND LABORATORY SUPPLIES	Includes drugs, medical appliances and aids, dental supplies, and other medical and laboratory supplies.
56005 JANITORIAL SUPPLIES	Includes soaps and other cleaning preparations, waxes, disinfectants, building insecticides, mops, brooms, electric bulbs, toilet tissue, paper cups and towels, and other disposable items.
56006 LINEN SUPPLIES	Sheets, pillows, blankets, towels and similar items.
56007 REPAIR AND MAINTENANCE SUPPLIES	Includes building materials and supplies; paints and painting supplies; plumbing supplies; electrical supplies.
56008 VEHICLE AND POWERED EQUIPMENT FUELS	Gasoline or such other fuel as is used in the operation of vehicles and powered equipment (e.g., lawnmowers).
56009 VEHICLE AND POWERED EQUIPMENT SUPPLIES	Lubricating oils, tires, spark plugs, batteries and chains.
56010 POLICE SUPPLIES	Includes guns, ammunition, night sticks, etc.



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**ADMINISTRATIVE PROGRAMS**

**ACCOUNT NUMBER / TITLE**

**DEFINITION**

56011 UNIFORMS AND WEARING APPAREL	Clothing or apparel purchased by the locality for employees or inmates. Includes boots, shoes, belts, shields, badges, safety equipment, etc.
56012 BOOKS AND SUBSCRIPTIONS	Books, microfilm, periodicals, newspapers, magazines and technical literature.
56013 EDUCATION AND RECREATIONAL SUPPLIES	Articles used in schools, playgrounds and recreation centers.
56014 OTHER OPERATING SUPPLIES	Industrial chemicals, manufacturing supplies, electronic supplies, ADP supplies, and other operating supplies not provided for in the foregoing accounts.
56015 MERCHANDISE FOR RESALE	Supplies, materials or equipment purchased for resale in substantially the same form as purchased.
56020 TEXTBOOKS	Textbooks
56021 GENERAL SERVICE OFFICE SUPPLIES	Includes articles and commodities which are consumed or materially altered when used and minor equipment which is not capitalized.
57001 COST ALLOCATION FROM APPROVED PLANS	Cost allocation from approved plans.
58101 MACHINERY AND EQUIPMENT - REPLACEMENT	Includes household equipment (e.g., beds, refrigerators), medical and laboratory equipment, educational and recreational equipment, photographic equipment, farm vehicles and equipment.
58102 FURNITURE AND FIXTURES - REPLACEMENT	Office furniture, machines and appurtenances including desks, file cabinets, lamps, typewriters, calculators, duplicating and photocopying machines, draperies, carpets, etc.
58103 COMMUNICATION EQUIPMENT - REPLACEMENT	Radios, televisions, radar, intercoms, teletype, and other communications equipment.
58104 ANIMALS - REPLACEMENT	Livestock and animals.
58105 MOTOR VEHICLES - REPLACEMENT	Automobiles, trucks, buses, motorcycles, etc.
58106 CONSTRUCTION VEHICLES - REPLACEMENT	Bulldozers, cranes, graders, backhoes, and other vehicles and associated equipment used in construction.
58107 EDP EQUIPMENT - REPLACEMENT	Electronic Data Processing equipment (hardware).
58108 CAPITAL LEASES - REPLACEMENT	Leases which are capitalized.
58111 DEPRECIATION - REPLACEMENT	Depreciation expense
58120 INTEREST	Interest payments



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**DEFINITION**

58201 MACHINERY AND EQUIPMENT - ADDITION	Includes household equipment (e.g., beds, refrigerators), medical and laboratory equipment, educational and recreational equipment, photographic equipment, farm vehicles and equipment.
58202 FURNITURE & FIXTURES - ADDITION	Office furniture, machines and appurtenances including desks, file cabinets, lamps, typewriters, calculators, duplicating and photocopying machines, draperies, carpets, etc.
58203 COMMUNICATION EQUIPMENT - ADDITION	Radios, televisions, radar, intercoms, teletype, and other communications equipment.
58204 ANIMALS - ADDITION	Livestock and animals.
58205 MOTOR VEHICLES - ADDITION	Automobiles, trucks, buses, motorcycles, etc.
58206 CONSTRUCTION VEHICLES - ADDITION	Bulldozers, cranes, graders, backhoes, and other vehicles and associated equipment used in construction.
58207 EDP EQUIPMENT - ADDITION	Electronic Data Processing equipment (hardware).
58208 CAPITAL LEASES - ADDITION	Leases which are capitalized.
58211 DEPRECIATION - ADDITION	Depreciation expense
59100 DEBT SERVICE	Debt Service
59110 REDEMPTION OF PRINCIPAL	Redemption of Principal
59120 INTEREST	Interest
59200 FUND TRANSFERS	Fund Transfers





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**NON-ADMINISTRATIVE PROGRAMS**

<b><u>ACCOUNT NUMBER / TITLE</u></b>	<b><u>DEFINITION</u></b>
61010 TEMPORARY ASSISTANCE FOR NEEDY FAMILIES	General Purchased Services or direct assistance payments on behalf of TANF recipients.
61020 SOCIAL SECURITY INCOME FOR AGED - PURCHASE SERVICE	General Purchased Services on behalf of recipients of SSI - Social Security Income for the Aged.
61030 SOCIAL SECURITY INCOME FOR DISABLED - PURCHASE SERVICE	General Purchased Services on behalf of recipients of SSI - Social Security Income for the Disabled.
61040 ELIGIBILITY BASED ON INCOME - PURCHASE SERVICE	General Purchased Services on behalf of clients determined eligible based on income.
61050 ELIGIBILITY WITHOUT REGARD TO INCOME - PURCHASE SERVICE	General Purchased Services on behalf of clients determined eligible without regard to income.
61060 BLIND - PURCHASE SERVICE	General Purchased Services on behalf of recipients of SSI - Social Security Income for the Blind.
61070 FOOD STAMP EMPLOYMENT & TRAINING - PURCHASE SERVICE	General Purchased Services on behalf of FSET, Food Stamp Employment & Training program, participants.
61080 TICKETS - PURCHASE SERVICE	Tickets become reimbursable as they are distributed to clients.
61090 TAXES - FICA	Agency share of FICA paid for in home service providers.
61100 TAXES - OTHER	Agency share of other taxes paid for in home service providers.
61110 EXPENDITURES - PURCHASE SERVICE	General Purchased Services.
61210 ASSESSMENT EMPLOYMENT - PURCHASE SERVICE	Evaluate an individual's acquired job skills, educational level, occupational ability, interests, supportive service needs and develop a plan that outlines a strategy to help an individual achieve their education, training and employment goals.
61220 EDUCATION ACTIVITIES - PURCHASE SERVICE	Educational activities include basic and remedial education, high school or alternative education designed to prepare an individual for a high school degree or equivalent and education in English or a second language.
61230 JOB SKILLS TRAINING - PURCHASE SERVICE	Job skills training is institutional classroom training in technical job skills and required knowledge in a specific occupational area.
61240 JOB READINESS - PURCHASE SERVICE	Job readiness activities are training activities which help individuals prepare for work by assuring that the individual is familiar with work place expectations and work behaviors. This includes, but is not limited to motivational training, pre-employment training, problem solving skills.



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61250 POST SECONDARY ACTIVITY -  
PURCHASE SERVICE

61260 SELF INITIATED ACTIVITY - PURCHASE  
SERVICE

61270 JOB SEARCH - PURCHASE SERVICE

61280 ON THE JOB TRAINING - PURCHASE  
SERVICE

61290 WORK SUPPLEMENTATION -  
PURCHASE SERVICE

61300 OTHER APPROVED ACTIVITY

61310 COMMUNITY WORK EXPERIENCE -  
PURCHASE SERVICE

**DEFINITION**

Post Secondary Activities are formal training in state approved education programs leading to the attainment of an associate or baccalaureate degree.

Self initiated activities means the individual is attending in good standing an institution of higher education or a vocational or technical training school, at the time they would begin participation in VIEW.

Job search is an activity designed to teach individuals methods for seeking and obtaining employment. This may occur in a group setting or in individual counseling.

On the job training is employment related training in which the participant is hired by the employer and as part of the training contract, a portion of the participant's salary is reimbursed to the employer by the contracting agency to offset the cost of the training.

Work supplementation is a job placement program which allows TANF clients (to include TANF-UP clients) continued receipt of up to 13 months of supportive services. During placement the TANF grant is diverted to a wage pool from which the employer incentives are paid.

Any other employment and training activities that an agency provides to participants to assist in the employment goals of the individual and that are stated in the local Plan and approved by the state agency. For fiscal purposes only work experience is included. Work experience is a work and training activity in which a participant gains experience through unpaid work in a public or nonprofit agency.

Community Work Experience Placement (CWEP) - If a VIEW participant is not employed by the 90th day from the date of referral to the program, the client is assigned to CWEP. CWEP is a job in the community with a non profit agency such as the library, school system, court system, daycare center, or YMCA, etc. The purpose of CWEP is for the client to obtain job skills. The participant is not paid while assigned to CWEP.



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**DEFINITION**

61320 FULL EMPLOYMENT COMPONENT -  
PURCHASE SERVICE

Subsidized Employment - Full Employment Program (FEP) - a participant is placed in employment in a private sector full-time job and is paid hourly wages for the work done. The Department of Social Services reimburses the employer for the wages paid, up to the federal minimum wage of \$5.15/hr., using the participant household's monthly TANF and Food Stamp benefits. The participant's TANF and Food Stamp benefits are diverted to a wage pool from which the subsidy is paid to the employer.

61330 TRAINING CONTRACTS

Purchase of training services contracted out of the agency.

61340 RECORDS CHECKS

Expenditures for criminal history record checks.

61350 APS ANNUAL GUARDIANSHIP FEES

Report all collected guardian annual reports filing fees as refunds to this account.

61510 FSR - CALL CENTER

Food Stamp Reinvestment - payment accuracy initiatives.

61515 FSR - CUSTOMER SERVICE CENTER

Food Stamp Reinvestment - payment accuracy initiatives.

61520 FSR - CASE MONITOR

Food Stamp Reinvestment - payment accuracy initiatives.

61530 FSR - CASE READER

Food Stamp Reinvestment - payment accuracy initiatives.

61531 FSR - CASE READER OVERTIME

Food Stamp Reinvestment - payment accuracy initiatives.

61540 FSR - DATA COLLECTION

Food Stamp Reinvestment - payment accuracy initiatives.

61545 FSR - PAYMENT ACCURACY ANALYST

Food Stamp Reinvestment - payment accuracy initiatives.

61550 FSR - MONITORING SYSTEM

Food Stamp Reinvestment - payment accuracy initiatives.

61560 FSR - OPERATION CALL BACK

Food Stamp Reinvestment - payment accuracy initiatives.

61570 FSR - PROJECT RECALL

Food Stamp Reinvestment - payment accuracy initiatives.

61580 FSR - REFRESHER TRAINING

Food Stamp Reinvestment - payment accuracy initiatives.

61585 FSR - WORKSHOP

Food Stamp Reinvestment - payment accuracy initiatives.

61590 FSR - BUREAU INCENTIVES

Food Stamp Reinvestment - payment accuracy initiatives.

62010 IN HOME DAY CARE - PURCHASE  
SERVICE

Expenditures for in-home day care provider - a person who is responsible for the supervision and care of children in the child/customer's own home when all the children in care reside in the home. Also, the provider does not own the home or have their name on the lease or apartment agreement.

62020 FAMILY DAY CARE HOME - PURCHASE  
SERVICE

Expenditures for family day care home - a child day care program offered in the residence of the provider or the home of any of the children in care for one through 12 children under the age of 13, exclusive of the provider's own children and any children who reside in the home, when at least one child receives care for compensation.



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**DEFINITION**

62030 DAY CARE CENTER - PURCHASE  
SERVICE

Payments to child day center - a child day program offered to two or more children under the age of 13 in a facility that is not the residence of the provider or of any of the children in care, or 13 or more children at any location.

64010 EXPENDITURES - ASSISTANCE  
PROGRAM MAINTENANCE

General Relief maintenance payments.

64150 EMPLOYABLES - ASSISTANCE  
PROGRAM MAINTENANCE

General Relief Maintenance: Payments to individuals who are unemployed but employable and do not reside in institutions.

64160 UNEMPLOYABLES - ASSISTANCE  
PROGRAM MAINTENANCE

General Relief Maintenance: Payments to individuals who are unemployable and do not reside in institutions.

64170 INSTITUTION DOMICILIARY -  
ASSISTANCE PROGRAM  
MAINTENANCE

General Relief Maintenance: Institutional Care - An institution is defined as an establishment that provides maintenance and a treatment or services. Individuals who reside in specified institutions may qualify for this component. Individuals in educational institutions, jails, general hospitals, and psychiatric units of a hospital cannot receive assistance from this component.

64180 MEDICAL COST - ASSISTANCE  
PROGRAM MAINTENANCE

General Relief Maintenance: Ongoing Medical Assistance payments for individuals who have ongoing medical needs and do not reside in excluded institutions.

64190 INTERIM ASSISTANCE - ASSISTANCE  
PROGRAM MAINTENANCE

General Relief Maintenance: Interim Assistance payments for individuals who have applied for SSI or must apply for SSI or are appealing an SSI decision.

64200 UNATTACHED CHILDREN -  
ASSISTANCE PROGRAM  
MAINTENANCE

General Relief Maintenance: Assistance payments for unattached children.

64205 CASH COLLECTIONS

Cash Collections

64210 FOOD - ASSISTANCE PROGRAM  
SHORT TERM EMERGENCY

Emergency Assistance: Food Credit Authorization

64220 MEDICAL COST - ASSISTANCE  
PROGRAM SHORT TERM EMERGENCY

Emergency Assistance: Emergency Medical Assistance

64230 RENT - ASSISTANCE PROGRAM  
SHORT TERM EMERGENCY

Emergency Assistance: Shelter Assistance includes payments to or in behalf of an assistance unit for rent or house payments.

64240 UTILITIES - ASSISTANCE PROGRAM  
SHORT TERM EMERGENCY

Emergency Assistance: Utility Assistance includes payments to or in behalf of an assistance unit for utilities.



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64250 SSI RECIPIENTS - ASSISTANCE PROGRAM SHORT TERM EMERGENCY	Emergency Assistance: Assistance to SSI recipients includes payments to or in behalf of SSI recipients for any emergency need established by the agency.
64260 TRANSIENTS - ASSISTANCE PROGRAM SHORT TERM EMERGENCY	Emergency Assistance: Transient Assistance includes payments to or in behalf of transients for food, transportation or any other need established by the agency.
64270 BURIAL - ASSISTANCE PROGRAM SHORT TERM EMERGENCY	Emergency Assistance: Assistance with Burial Costs includes payments for items and services incurred in preparing a body for cremation or burial.
64280 CLOTHING - ASSISTANCE PROGRAM SHORT TERM EMERGENCY	Emergency Assistance: Assistance with Clothing.
64290 RELOCATION - ASSISTANCE PROGRAM SHORT TERM EMERGENCY	Emergency Assistance: Relocation Assistance includes moving expenses for individuals and their belongings, the first month's rent, required utility deposits, required rental housing deposit, and other needs related to moving the unit identified by the agency.
64300 REPAIRS TO PROPERTY - ASSISTANCE PROGRAM SHORT TERM EMERGENCY	Emergency Assistance: Repairs to Property
65010 EDUCATION - INDEPENDENT LIVING	Expenditures to enable youth to seek a high school diploma or its equivalent or to attend college.
65020 VOCATIONAL TRAINING - INDEPENDENT LIVING	Expenditures to enable youth to participate in vocational training.
65030 DAILY LIVING SKILL/AIDE - INDEPENDENT LIVING	Expenditures to provide youth training in daily living skills, budgeting, locating and maintaining housing, or career planning.
65040 COUNSELING - INDEPENDENT LIVING	Expenditures to provide youth counseling.
65050 INTEGRATION AND COORDINATION SERVICES - INDEPENDENT LIVING	Expenditures to provide youth integration and coordination services.
65070 OUTREACH SERVICES	Expenditures to provide youth outreach services.
65080 OTHER SERVICES AND ASSISTANCE	Expenditures to provide youth with other services and assistance to support successful transitions to self-sufficiency.
66010 FAMILIES - FAMILY SUPPORT	Purchased services expenditures for family preservation/support.
67010 MEDICAL - FOSTER CARE	Medical payments for children in foster care.
67020 CLOTHING - FOSTER CARE	Clothing allowances for children in foster care.
67030 SUPERVISION - FOSTER CARE	Foster care maintenance payments, which include room, board and supervision.



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87000 ELIGIBILITY WORKERS

87050 NON ESP WORKERS

87100 ESP-ES

87150 ESP-FSET

87200 ESP-GR

87999 ALL SERVICE (NON ESP/ESP)  
WORKERS

88999 ALL ESP WORKERS

89999 ALL WORKERS

**DEFINITION**

Central Office Use Only

Central Office Use Only

Central Office Use Only

Central Office Use Only

Central Office Use Only

Central Office Use Only

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Central Office Use Only